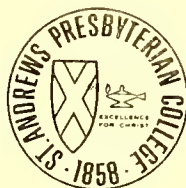


st. andrews student handbook



1964-65

ST. ANDREWS PRESBYTERIAN COLLEGE
Laurinburg, North Carolina



HANDBOOK FOR STUDENTS
1964-65

Property of

Harry L. Harvin Jr.

College Address

Regester - Room 109



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S T . A N D R E W S



PRESBYTERIAN COLLEGE

LAURINBURG, NORTH CAROLINA

OFFICE OF THE PRESIDENT

To All Members of the Student Body:

Welcome to St. Andrews!

Each fall I feel a new excitement as we approach the opening of school. There will be new faculty members, new students in all classes, new courses, and above all, new opportunities for lifting our horizons and looking into new fields of knowledge. There also will be old friends to welcome us back.

It is my hope that each of you will look upon the experience which lies before you this year from an adult point of view. A college is not for children. It is for adults and we treat you like an adult until you make us treat you like a child.

Here are some childish attitudes which all have to discard if we are to mature and grow up: that all study is hard and anything that is hard is bad; that the faculty is your enemy and you must take a stance of resistance against them; that the administration is here to curb your freedom and act as policemen.

One of your problems on campus will be your new-found freedom. There are no baby-sitters in college, no one to watch over your study habits, to tell you when to start work on that paper which is due next week, that exam which is just ahead, or that assignment which comes up tomorrow.

Right at this point it may be well to remind you that those students who still have one foot in childhood usually threaten to leave school. These are the drop-outs you've heard so much about. They simply lack the stamina to keep at it when the going gets rough. If you fold up at this point and go home, or if you wander from college to college looking for a soft place to land, you are establishing a pattern of failure which may haunt you the rest of your life.

Remember that St. Andrews is a church college, owned by the Presbyterians of North Carolina. You are their guests here. The church expects certain things of us because we are a Christian institution. I am certain that you will respect this and will act accordingly.

We are here to help. I hope you have a good year. Bless you, knights of St. Andrews!

Cordially,

A large, stylized handwritten signature in dark ink, reading "Ansley C. Moore".

Ansley C. Moore

A handwritten flourish or signature mark, possibly a stylized "M" or a decorative line, located below the printed name.

S T . A N D R E W S



PRESBYTERIAN COLLEGE

LAURINBURG, NORTH CAROLINA

To the Student Body of 1964-65:

Welcome to a new year at St. Andrews. The Student Association officers have many ideas and plans for this year, goals which we feel our association must strive to reach. We realize that we will not achieve a program that will need no improvement, nor do we want one. We want rather to honestly confront our own problems and give full expression to our present ideas.

Realizing, however, our responsibilities to students yet to come, we must be sure that our current ideas take the future into consideration. We cannot pass on a set of "answers" to students who will follow us, for their answers must be their own. More important than simply developing a program for these students, we must develop and pass on to them a spirit, a spirit of idealism tempered by a recognition of reality. We must nurture, encourage, and preserve the exercise of the right to mature as individuals and as a community by a process of critical self-analysis.

We hope that the St. Andrews Student Association will mature this year and that you, as a member, will also grow with it. I am sure many of you have suggestions and ideas for making your Student Association increasingly effective and I encourage you to express your thoughts. Show by taking part in student government that you have the maturity to govern yourself.

I offer best wishes to you for the coming year.

Sincerely,

Paul Grubbs, President
St. Andrews Student Association

I. INTRODUCTION



CALENDAR - 1964-65

September

- 10-11, Thursday-Friday - Faculty Conference
- 13 Sunday - New Students Arrive
- 14-16, Monday-Wednesday - Orientation of New Students
- 15-16, Tuesday-Wednesday - Returning Upperclassmen Arrive
- 16-17, Wednesday-Thursday - Upperclass Registration
- 17 Thursday - New Student Registration (AM and PM)
- 17 Thursday - Opening Convocation (7:00 P.M.)
- 18 Friday - Classes Begin (8:00 A.M.)
- 27 Sunday - President's Reception for New Students
(3:00 - 5:00 P.M.)

October

- 3 Saturday - Parent's Day and Homecoming - Library Dedication

November

- 9-14, Monday-Saturday - Mid-semester Testing
- 17 Tuesday - Mid-semester Grades Due in Registrar's Office
- 24 Tuesday - Thanksgiving Recess Begins (5:00 P.M.)
- 30 Monday - Classes Resume (8:00 A.M.)

December

- 19 Saturday - Christmas Recess Begins (1:00 P.M.)

January

- 4 Monday - Classes Resume (8:00 A.M.)
- 20 Wednesday - Reading Day
- 21-28, Thursday-Thursday - First Semester Examinations

February

- 2 Tuesday - Registration for Second Semester
- 3 Wednesday - Classes Begin
- 17-18, Wednesday - Services for Spiritual Growth
- 19 Thursday, Friday

March

- 22-27, Monday-Saturday - Mid-semester Testing
- 27 Saturday - Spring Recess Begins (1:00 P.M.)
- 31 Thursday - Mid-semester Grades Due in Registrar's Office

April

- 5 Monday - Classes Resume (8:00 A.M.)
- (To be announced) - Alumni Day

May

- 1 Saturday - Activities Day
- 20 Thursday - Exams for Seniors Begin
- 22 Saturday - Reading Day
- 24-29, Monday-Saturday - Second Semester Examinations
- 30 Sunday - Baccalaureate Sermon and Graduation Exercises

Student Association

The major agencies of the Student Association and their leaders are listed below:

The Cabinet:

President----Paul Grubbs (also President of the Student Body)
Vice-President----Sarah Yancey (also President of the Senate)
Secretary----Frances Bounous
Treasurer----Tommy Beason
Inter-Dormitory Council----Janice Thornton
Student Center Board----Ann Ehrhardt
Student Christian Council----Claude Andrews
Student Honor Court----Bob Hatcher (also Chairman of the joint
Student-Faculty Judiciary)
Student Intramural Sports Council----Jack Cole
Staff Advisor----Mr. Robert F. Davenport - Assistant Dean of
Students

The Student Honor Court:

President----Bob Hatcher
Secretary----Carol Brown
Elmer Cool
Aggie Henderson
Bill Townsend
Staff Advisor----Mr. Robert F. Davenport
Faculty Advisor----Miss Judy Newton

Note: See page I-8 for information concerning Student-Faculty Judiciary Committee.

The Senate:

President----	Sarah Yancey	
President <u>Pro Tem</u> ---	Bob Zeh	
Secretary----	Sarah Jo Todd	
Parliamentarian----	Gill Rock	
Advisor----	Mr. Spencer Ludlow	
Walter Barefoot	Joyce Clanton	Bill Miller
Bill Barry	Darla Sue Deskins	Eric Prevatte
Milton Bigger	David Hendricks	Alice Ragland
Maurice Bowen	Minnie Kelly	Bruce Robertson
Bill Campbell	Martha Lassiter	Bob Shaffner
Rebecca Carter	Mike Long	Jim Smith
		Al Thomas
		Toula Yeapanis

The Student Life Committee:

Maggie Abrams	Paul Grubbs	Scottie Warren
Carolyn Combs	Lonnie Mann	Bob Zeh
Trudy Dawkins	Bill Moore	

(also, refer to page I-8)

Inter-Dormitory Council:

President----Janice Thornton
 Vice-President----Sarah Atkins
 Secretary-Treasurer----Janet Wooten
 Ernest Badgett
 Kay Greene
 Fred Palmer
 Bruce Robertson
 Preston Stone
 Advisors----Miss Evelyn Morris and Mr. Robert F. Davenport,
 Assistant Deans of Students

Student Center Board:

President----Ann Ehrhardt	
Vice-President----Evann Rowe	
Secretary----Susan Daniels	
Treasurer----Ted Foy	
Andrea Barton	John Ogle
Monica Doerr	Graham Padgett
Linda Graham	Scottie Warren
Mauna Gray	Norman Sholar
Advisors----Miss Morris and Mr. Davenport	

Student Christian Council:

President----Claude Andrews	
Vice-President----Judy Lutz	
Secretary----Mary Lou Richardson	
Treasurer----Jim Burby	
Buddy Elmore	Steve Wainscott
Jack Hansel	Carolyn Williams
Melissa McCoy	
Charles Mosely	
Betty Parker	
Advisor: Mr. Creighton Peden	

Student Intramural Sports Council:

President----Jack Cole
 Vice-President----Manly Turner
 Secretary----Susan Sory
 Treasurer----Benny Brockwell
 Advisor----Mr. Rufus Hackney

Student Orientation Committee:

Chairman----Howard Cobbs	
Frances Bounous	Sara Payne (Co-Chairman)
Howard Chipman	Lillian Phillips
Helen Gregory	Roy Wilson
Advisor: Dr. Ralph G. Hester, Dean of Students	

Handbook Committee:

Chairman----Sara Payne
Kay Greene
Joanne Hare
Jim Moore
Mike Owens
Al Thomas
Advisors: Dr. Hester, Miss Morris

Other Student Organizations:

Student Publications----

Lamp and Shield (Yearbook), Trudy Dawkins, Editor
Mr. Arthur McDonald, Advisor

The Lance (Newspaper), Lonnie Mann, Editor
Mr. Jack Abernathy, Advisor

NOTE: Vacancies existing since last spring and those which may occur in the meantime will be filled in a general fall election on an early date set by the Student Cabinet in cooperation with the Elections Board.

The College Administration

The Administrative Staff leaders, listed below, with assistants as indicated in various areas of operation at St. Andrews, are the official representatives of the President of the College for overall coordination of the functions with which they are identified.

Academic Affairs

Dr. Robert F. Davidson serves as official in charge when the President is absent from the campus. Dr. Davidson is Dean of the College and serves as Chairman of the Faculty Executive Committee and other major academic committees and is the official representative of the faculty in matters of an academic nature which students may raise or wish to appeal. Major college operations which are a part of the functions coordinated by the Dean of the College follow:

1. College Library, Mrs. Carl Bennett, Acting Librarian:
All Services relating to library circulation, acquisition of new publications for the library, and related matters. See also the "College Library" in Section III of this handbook.
2. Office of the Registrar, Dr. Harry L. Harvin, Registrar and Mrs. R. S. Singleton, Jr., Assistant Registrar:
All academic records, official transcripts, absence and attendance reports, grade reports, and related matters which concern the academic status of students. The Office

of the Registrar is the point of reference for questions relating to academic registration and for initiation of course adds and drops and for re-admission applications. See also the "Academic Guides" in Section II of this handbook and the official College Catalog.

3. Summer School and Adult Education, Mr. Rodger W. Decker, Director: Overall coordination of these special education programs, including evening class registration for other than regularly enrolled students seeking degree program study and credits.
4. Academic Division matters, including questions relating to transfer and to major field concentration, should be referred to the Division Chairman who coordinates the various subject fields indicated below:
 - a. Division of Education and Psychology:
Dr. John P. Daughtrey, Chairman.
 - b. Division of History and Social Science:
Dr. Harry L. Harvin, Chairman.
 - c. Division of Language and Literature:
Dr. James E. Carver.
 - d. Division of Music, Art and Drama:
Mr. Franklin West, Chairman.
 - e. Division of Natural Science and Mathematics:
Dr. Huey Pledger, Jr., Chairman.
 - f. Division of Religion and Philosophy:
Dr. Leslie Bullock, Chairman.
 - g. Division of Physical Education:
Mr. Rufus Hackney, Chairman.
5. Admissions Office, Mr. Decker, Dean of Admissions (see below) serves also as Assistant Dean of the College and assists Dean Davidson in the various academic operations listed above and may be seen for consultation as designated by the Dean of the College.
6. Dean Davidson and Dean Decker are liaison officers for referral in matters relating to academic policy and procedures of interest to students, particularly as such matters may relate to Faculty Executive Committee business.

Admissions

Mr. Decker serves as Chairman of the Admissions Committee and coordinates student recruitment and relations with churches and high schools in matters relating to the admission of students, campus visitations, and related affairs. The admissions staff follows:

1. Mr. George Britt, Admissions Counselor
2. Mr. Robert Crawford, Admissions Counselor
3. Mr. Norman Foxworth, Admissions Counselor
4. Mr. Ed Gross, Director of Church Relations and Admissions Counselor
5. Miss Mary Wells McNeill, Assistant to the Dean of Admissions

Business and Financial Affairs

Mr. Silas Vaughn is College Business Manager and is overall head of the various operations relating to financial and plant management. Major operational units, and staff assistants providing leadership in the area residing with the Business Manager are:

1. Mr. Herbert Hanna, Campus Engineer, is in charge of plant equipment, construction, repair, and utilization of equipment and vehicles necessary for maintaining the campus, its buildings and grounds. As primary assistant to Mr. Vaughn for safety and security, Mr. Hanna coordinates campus security and emergency plans for the well-being of the campus, its personnel and property.
2. Mr. Charles D. Stevens, Manager of Auxiliary Services, serves as representative of the Business Manager for coordinating the College Store, Food, Laundry and Vending, Post Office, Snack Bar, and Bus transportation services.
3. Mr. Lindsey Thomas, Accountant, Office of the Business Manager, serves as the point of referral in matters relating to financial accounts of students and student groups.

Note: Contracts for services or solicitations require the approval of the Business Manager, who, with his staff, coordinates changes relating to buildings, equipment, grounds and specialized services (stenographic, etc.).

Development and Public Relations

Mr. Stan Bell is Director of Development and in such position provides overall coordination for development of the college, its assets and resources, for relations with the various publics of the college, and for news and publications. Mr. Bell's staff includes the following:

1. Mr. Jack Abernathy, Director of News, Publicity, and Publications
2. Mr. Fred Carlson, Coordinator of Gifts and Trusts
3. Mrs. Ruth A. Grovenstein, Alumni Secretary

Student Affairs

Dr. Ralph G. Hester, Dean of Students, serves as over-all coordinator of the various out-of-class and non-academic affairs of students not provided for in the functions of other administrative officials as indicated above. Assisting Dean Hester in providing primary leadership in particular areas of student life activities are the following:

1. Miss Evelyn Morris, Assistant Dean of Students, gives primary attention to student activities, calendaring of social-recreational events, women's counseling, and women's residence programming. Miss Morris serves as Dean Hester's staff assistant and secretary to the Student Life Committee, is one of the Staff Advisors to the Inter-Dormitory Council and the Student Center Board, and otherwise serves in a coordinate position with Assistant Dean Davenport (see below) in the functions residing in the Office of Student Affairs.
2. Mr. Robert F. Davenport, Assistant Dean of Students, gives primary attention to student government coordination as staff representative and advisor to the Student Cabinet, the Honor Court, and the joint Student-Faculty Judiciary. Mr. Davenport serves also as men's counselor, coordinator of men's residence programming, and as liaison to the business management staff in matters relating to the several auxiliary services for students as outlined under the section above relating to the Business Manager and his staff.
3. Dr. Hester provides primary leadership for new student programs of faculty advising and student orientation, coordinator of the Health Center program with assistance from the Dean of the College, the Business Manager, and the medical staff, coordinator of the placement service with assistance from academic department heads with whom graduating seniors work, and as a point of referral for general student counseling with assistance from the College Counselor and Deans.

The College Faculty

Representatives of the St. Andrews faculty work with the Dean of the College and the Dean of Students in three primary areas of interest to students. In matters of academic affairs, the student's point of referral is the Faculty Executive Committee through the Dean of the College who serves as its Chairman, or through Dr. Harvin who serves as its Secretary. In non-academic affairs not specifically residing with others (e.g., the Business Manager and his staff are the proper points of referral for such things as financial accounting, requisitioning of funds and supplies, plant equipment and maintenance, and auxiliary services), the student's point of referral is the Student Life Committee through the Dean of Students who serves as its Chairman, or through Miss Morris who serves as its Secretary. In matters of major discipline, or review or appeal of Student Honor Court judgments, the joint Student-Faculty Judiciary is

the student's point of referral. Assistant Dean Davenport and Miss Newton are the staff and faculty representatives, respectively, for the two major judicial bodies.

Faculty/Staff members authorized for 1964-65 for the three primary committees charged with overall authority and responsibility in matters of most frequent concern to student follow:

1. Faculty Executive Committee:

Dean Robert F. Davidson, Chairman, Dr. Harry L. Harvin, Secretary, and Dr. James Carver, Dean Rodger Decker, Dr. Joseph Garrison, Dr. Robert Gustafson, Dean Ralph Hester, Dr. Helen Rogers and Dr. Ansley C. Moore (ex officio).

2. Student-Faculty Judiciary:

Mr. Davenport (representing the Dean of Students)
Mr. David McLean, Mr. William Morgan, Miss Judith Newton and the Faculty Advisor of the student whose case is under consideration.

Student members of this joint agency are those who serve as the Student Honor Court (see listing in proper section above).

3. Student Life Committee:

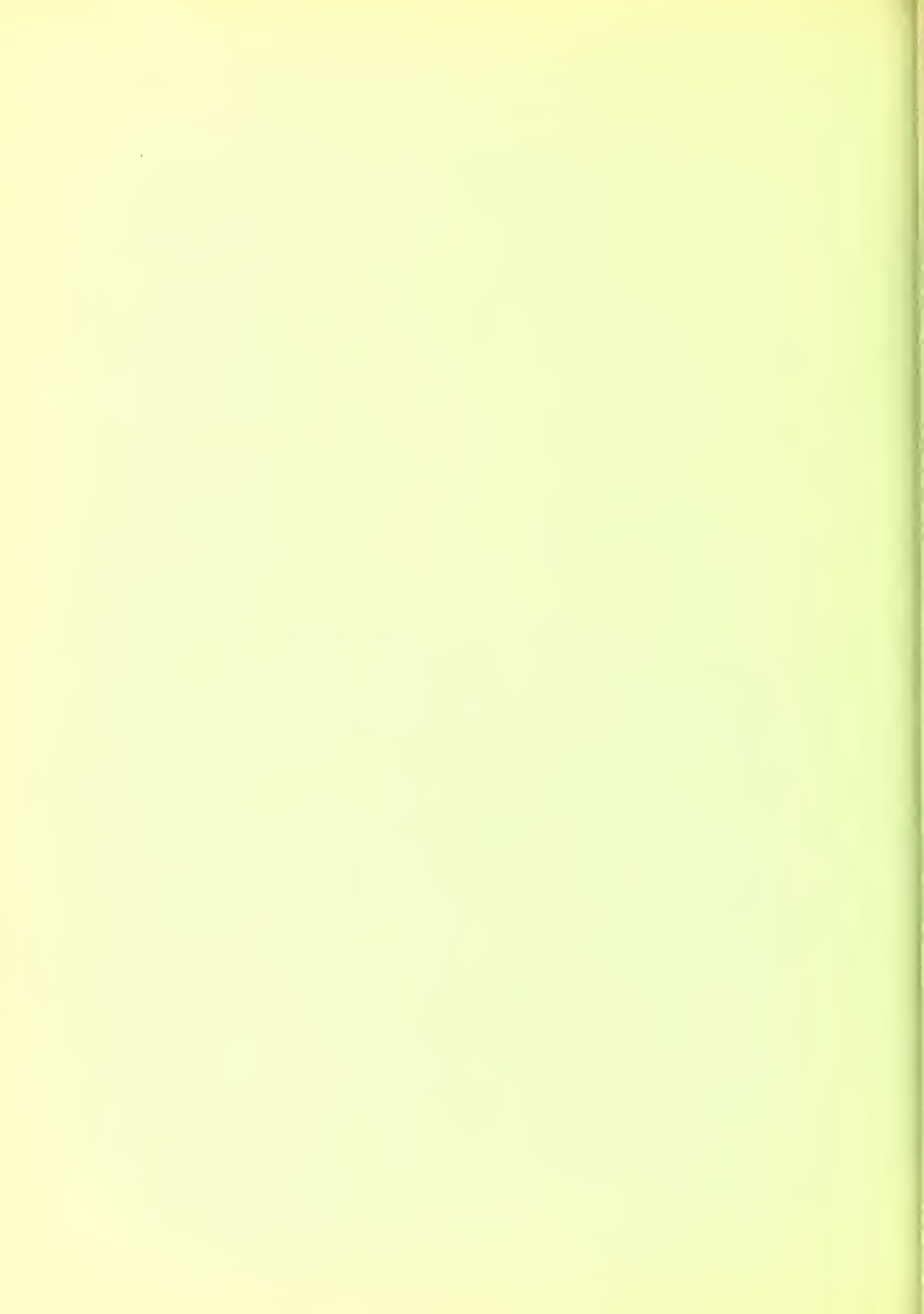
Dean Hester, Chairman, Miss Morris, Secretary, and Mr. Jack Abernathy, Miss Marion Hamilton, Dr. David B. Hawk, Mr. Spencer Ludlow, Miss Judith Newton, Mr. Joseph R. Pearce, Mr. Creighton Peden.

Student members of this joint group are those listed in the Student Association portion of this section (see above).

Students are urged to maintain frequent contact with assigned Faculty Advisors who are anxious to discuss personal as well as academic matters with their advisees. Faculty Advisors, as do all staff and faculty personnel, maintain office hours for conferences with students; however, students should plan appointment times in order to be assured of having sufficient time for full consideration of matters of interest. Except for discussion and distribution of grade reports, other meetings of Advisors and Advisees are to be arranged by the students concerned. The Advisory, Assembly, and Chapel Periods schedule provides a weekly period for students to have conference time with their advisors; however, unless otherwise announced by the Faculty Advisor, student advisees should plan for specific appointments ahead of time to be assured of conference time.

II. BASIC COLLEGE REGULATIONS





General Guides

Insofar as possible, specific rules are kept to a minimum in favor of statements of basic principles. Through their representative leaders, students are encouraged to assist in formulation of college regulations which are designed to promote the general welfare and well-being of all students, the College, its programs, personnel and property. Recommendations for change, when cleared by the appropriate student, or administrative, or faculty group, or by a joint group having operational leadership, so delegated, are subject to final review and action by the President of St. Andrews.

The following basic guides cite the fundamental principles for student conduct in academic and out-of-class relations:

1. All students are expected to remain in good standing, academically and as citizens, to continue at St. Andrews. Regular attendance at classes, at chapel, and at other assemblies as scheduled exemplify an essential aspect of this principle.

2. High moral standards in personal behavior are expected. Dishonesty, gambling, hazing and profanity, are not acceptable in a Christian educational setting, nor may students use or possess alcoholic beverages on campus or at College events off campus. Further, any conduct of a nature which draws attention to one's self whether on or off campus, and which shows obvious disregard for the reputation of other students or the College, whether drinking or otherwise, will subject the student to appropriate action. The appropriate judicial authorities of the College will exercise judgment subject to review by the President of St. Andrews or his official representative.

3. Good citizenship is exemplified by the student's cooperation with his fellow student leaders, with college officials, and with others in positions of authority and responsibility for protection of the general well-being of persons and property. Observance of the various regulations of the College, coupled with good common-sense judgment when in doubt will protect one from embarrassment in regard to citizenship expectations.

Non-Academic Guides

Specific Regulations for All Students:

While St. Andrews primarily is a resident college, several guides are applicable to all students, resident or non-resident. These regulations follow:

1. The hours between 8:00 p.m. and 8:00 a.m. particularly are QUIET HOURS to be observed for Study and Rest throughout the campus community unless otherwise authorized by an Official Announcement by the Office of Student Affairs or one of the administrative officials.

2. Students not residing with parents (guardian or spouse) are required to live in college-approved housing, and, if residing on campus, are charged for board in the college cafeteria. Exceptions are to be requested through the Office of Student Affairs.

3. Good taste in dress and in general appearance and conduct is expected of all students at all times, whether on or off campus. However, casual attire suitable to the occasion is permitted throughout the campus except in the academic buildings, at lunch and supper in the cafeteria, and on Sundays in the Student Center except when otherwise announced through the Office of Student Affairs. It is expected that dress at all times will exhibit cleanliness, decency, and neatness. With the Office of Student Affairs, the Student Social Standards Committee, composed of the Social Chairmen of the dormitories, serves to promote and maintain reasonable standards in this respect.

4. College officials desire to serve the convenience of those who smoke; however, smoking is permitted with the understanding that smokers will be considerate of others, and will observe careful habits and "no smoking" signs where posted. Smoking during classes, in assembly meetings, and elsewhere which may necessitate the deposit of ashes or tobacco stubs on the floor is not considered in good taste and, therefore, is to be avoided.

5. Unless the Business Manager and the Dean of Students make individual exceptions in writing to the Office of Student Affairs, the following items are not permitted on campus: firearms, firecrackers, or other explosive devices, communications systems, television sets, pets, and unregistered motor vehicles of any description.

6. Only the Business Manager and the Dean of Students may grant permission to sell or solicit items or services commercially on campus; however, any commitment by any student to a solicitor whether authorized or not, is a personal commitment for which the College can assume no responsibility. Agents without a written permit from the Office of Student Affairs are unauthorized and, therefore, should be reported immediately.

7. Residence Halls, Health Center, College Library, and the Student Center close at 5:00 p.m. on the day when classes are dismissed for announced holiday recesses and reopen at 1:00 p.m. on the day prior to the resumption of classes.

8. Motor Vehicle Regulations: St. Andrews officials recognize that motor vehicle operation hazards exist far beyond the bounds or control of the College and do not encourage its students to bring vehicles to the campus because of such responsibility and hazard. Freshmen, particularly, are discouraged from having motor vehicles during their first semester.

All vehicles must be registered and decals placed on the left side of the rear bumper before 5:00 p.m., September 21, 1964.

Any student or faculty-staff member with a car on campus with no registration decal after this date will be fined \$5.00. Students planning to bring vehicles on campus after September 21, must obtain a Vehicle Registration Form from the Office of the College Engineer in order to obtain parent's permission. Unregistered cars are to be parked in Visitor's Areas until registration is completed and are not to be driven until they are properly registered.

Until proper completion of the Vehicle Registration Form, the student will be issued a registration decal at a cost of \$1.00. Cars must be re-registered at the beginning of each school year.

Students on probation, or with probationary status pending, whether academic or disciplinary, may expect permission to operate a motor vehicle to be suspended.

- a. Speed Limits: On the outer, open campus roads, "safe driving" not in excess of 35 mph is to be observed. In congested areas, such as approaches to buildings and parking areas, "safe driving" is not to exceed 25 mph. Driving fast or recklessly, or failing to observe traffic signs, endangers the operator, passengers, and others who may be walking or riding nearby and such driving will result in loss of operating privileges on the St. Andrews Campus and drivers will be also subject to trial by local authorities.
- b. Overnight Parking is restricted to regular parking lots (resident men in the area near men's halls, resident women in the area near women's halls, and visitors in designated areas of each lot). Persons parking elsewhere between 1:00 a.m. and 7:00 a.m. will be served with violation citations.
- c. Other Parking: Parking by unpainted curbs is permitted only when white lines on the drive indicate a parking space. Where curbing is painted YELLOW, parking is restricted except for loading and unloading unless driver remains at the wheel; no more than five minutes' parking is permitted. Service vehicles with College or commercial identification may use these areas when no "loading zone" is available near the building being serviced.
- d. Service Roads and Areas: For the use of college-owned and commercial service vehicles UNLESS OTHERWISE APPROVED IN WRITING by the Business Manager. A copy of such approval must be filed with the Campus Court as to Decal Number and Vehicle description. No space is provided at the Conservatory for student parking. The faculty and staff of the building are provided a minimum number of spaces at the indicated area along the service road.

- e. The following are not permitted on campus without special permission in advance: motor scooters and motorcycles.
- f. No student vehicle shall be driven or parked on the lawn or sidewalks without a written permit from the Office of the College Engineer. Such a permit shall cover one (1) trip only and shall be displayed on windshield while the car is in a restricted area. A \$5.00 fine will be charged the person in whose name an offending vehicle is registered. If a second violation is issued, the vehicle will be removed from the Campus for the remainder of the semester or longer as deemed necessary by Campus Court.
- g. All fines are payable in the Office of the College Engineer. All student tickets not paid within 72 hours will be turned over to the Campus Court. Tickets may be appealed to the Campus Court.

All faculty tickets not paid within 72 hours will be turned over to the Dean of the College.

All other College employees' tickets not paid within 72 hours will be turned over to the Business Manager.

- h. In addition to these guides, the Campus Court may develop and announce as necessary other regulations which it believes appropriate and consistent with these basic guides, subject to review by the Student Senate and the Administrative Staff.

9. Three basic considerations relative to marriage relations are to be observed:

- a. Marriage is a serious undertaking and while officials of St. Andrews give neither approval nor disapproval to students planning marriage, notification of such plans by any student while enrolled must be given the Dean of Students two weeks beforehand. Students who do not comply with this regulation will be subject to dismissal from a campus residence or from further attendance at the College. The Deans exercise judgment in these cases.
- b. Students enrolled at St. Andrews must recognize that the College assumes no responsibility for difficulties attending pregnancy. The College reserves the right to require such a student to withdraw in the interest of the student or the college.
- c. Where the College's interest may be affected, it may require a complete physical examination of the student concerned by the family physician or a College physician.

10. Students are expected to keep parents (guardian or spouse) fully informed of their progress and problems. These persons will receive notification from a college official routinely as follows: grade reports after the end of each grade period; notice of disciplinary action resulting in extended campus restriction, or in probation, suspension, or dismissal; notice of "Academic Warning" or "Academic Probation"; and notice in other cases when dismissal or withdrawal is required by the College. Students planning to withdraw or to change course plans are expected to keep parents (guardian or spouse) informed of such plans when for "personal" reasons.

NOTE: Parents who travel outside the country or have any extended absence from their permanent address should inform the Office of Student Affairs of the names and addresses of persons who may be notified in case of emergency.

11. Cases of mis-conduct normally are referred to the Student Honor Court for initial judgment. In disciplinary cases, judicial authorities of the College consider not only the specific charge but also the student's total academic and citizenship record. It must be understood that technically proven evidence is not to be considered essential at this educational institution, and that first offenses, unless of extreme severity, are not usually to be considered grounds for expulsion. The following guides for hearings by a court at St. Andrews are believed to be reasonable for an educational setting such as that at St. Andrews:

- a. The judicial head will give notice of the scheduled hearing no less than 24 hours in advance to the student concerned, to the Faculty Advisor concerned, and to members of the court and its advisors, citing the basic charge and instructions for appearing before the court, including time and place scheduled. The student may request his faculty advisor or other college official, if desired, to appear with him. Likewise, the student accused may have witnesses in his behalf appear before the court if their names are submitted to the Court's presiding officer no later than six hours prior to the opening of the hearing.
- b. Witnesses for the Court may be requested to testify and such testimony, at the discretion of the Court, will be recorded as to substance and as to detail where possible, remembering that courts at St. Andrews hardly can be structured as a civil court of law or with trained court clerks. It will not be required for the names or testimony of such witnesses to be shared with the accused for such testimony to be admissible; however, testimony given the Court while in session by any person appearing before the Court is to be given and receive in full recognition of serious action that will follow perjury. Further, official transcripts of the hearings of the court, including the names of the accused and the witnesses, will be restricted to members of the judicial body and to college officials for whom such information is needed in follow-up action and counseling. Any public report of action

taken in cases of misconduct will show reference to the case only as to case number and summary of the action taken by the court.

- c. In keeping with item 10, above, the Assistant Dean representing the Office of Student Affairs, or another official when necessary, will communicate final action as soon as possible in writing to the student's parents (legal guardian or spouse). Such notification will include a summary of the nature of the case and the nature of the penalty. Such notification is supplementary to that which the student concerned is expected to communicate to those to whom he is responsible.
- d. A copy of the official transcript of the trial shall be submitted to the Dean of Students, and to the next higher court when applicable, within 24 hours; however, when suspension or expulsion is being recommended as the action by a court, the Student Chairman and the Assistant Dean or a Faculty member of the court shall communicate in person or by telephone the circumstances and the results of the trial to the President of the College for immediate review. The President must receive the written transcript within 24 hours for his final action unless such action by him is announced earlier.
- e. Notices of desire to appeal must be given by the student concerned to the next higher authority within 24 hours following announcement of judgment to the student. The President of the College is the final source of appeal and authority.

12. Students who are suspended or expelled from St. Andrews are to remain on Room Arrest if residents, except to go directly to and from meals and to process withdrawal until actual departure. The Deans may make allowance for the terms of restriction or departure when appropriate. Such departure from the campus and its environs must take place not later than 11:00 a.m. the day following announcement of dismissal unless specifically delayed by a Dean. Any return to the campus thereafter must be approved beforehand by the Dean of the College or the Dean of Students. Non-residents who are suspended or expelled are expected to observe each condition cited herein as is applicable to non-residents.

13. Students enrolled at St. Andrews who violate civil law, including possession or damage to property belonging to others, however small in value, may expect appropriate action by the College.

14. Students who require hospitalization due to accidents or other conditions are to have notification of such matters communicated to a College Physician or other college official as soon as possible, unless admission occurs through the Health Center. If admission is

through the Health Center, a member of the college staff will notify parents if the student concerned is unable to do so; however, if admission to a hospital occurs away from the campus, students who are involved should communicate such fact to parents or request that the attending physician do so. Should efforts of college officials to reach parents or other responsible person listed on the student's record for contact in emergencies fail, the President or a Dean, following advice of a Medical Doctor, may exercise judgment as may seem appropriate.

15. Following absence from the campus or classes due to hospitalization or illness at home, students are to report to the Health Center for appropriate clearance to campus routines and for requesting excuses for absences due to illness. Clearance at the Health Center should be arranged prior to return to classes; however, if this is not possible, such clearance is necessary within 24 hours following return to the campus.

16. When withdrawal is necessary for "personal" reasons, or because of action initiated by the College, the student is expected to follow instructions for withdrawing as provided for on the official withdrawal form unless otherwise authorized by a Dean. The proper form is available in the Office of the Registrar. Withdrawal for "medical" reasons will require special clearance from the College Physician or a Dean at the time of withdrawal, with appropriate follow-up reports from the consulting physician prior to any consideration for re-admission to the college. Transferring to another college after the end of a semester requires no formal withdrawal form provided the student has properly cleared his residence hall if a resident, and has no unfinished commitment to the College such as unpaid bills, contract for work as a student employee, or other similar matters for which personal attention by the student is needed. While not essential for the transfer process, the student will find it extremely helpful if he will discuss such plans beforehand with his advisor or a Dean since such college personnel routinely are asked for statements concerning the student as a consideration for admission to the other institution. Likewise, the advisor is in a position of counseling with the student regarding future academic plans and the general vocational area for which additional preparation is being sought.

Primarily for resident students:

1. All students, including off-campus men and women not residing with parents (guardian or spouse), are classified as resident students. Each is required to keep his or her Residence Director (or landlady) informed when planning to spend a night or weekend away from the regular place of residence. While women students may have more specific instructions (see below), this requirement for men is necessary as an aid to location of such students should emergencies or other needs arise which require immediate notification.

- a. Weekend leaves from the campus must be in keeping with Out-of-Class Agreement records unless otherwise approved by noon, Fridays. During the first semester, freshmen will be granted five weekends away from the campus, in keeping with parental guides, to be taken after the fifth week in residency as students need them. During the second semester, freshmen may take as many as eight weekends in keeping with guides established by the Out-of-Class Agreement. It is to be understood that no freshman will take two consecutive weekends immediately prior to final semester examinations.
- b. For women, overnight absence from one's place of residence during the week (Sunday through Friday) must be approved six hours in advance by the Residence Director and must be in keeping with the Out-of-Class Agreement. Men residents are expected to report overnight absences to the Residence Director in advance.

2. Women residents are required to observe residence closing hours by 11:00 p.m. Sunday through Friday and 12:00 midnight Saturday unless otherwise changed by Official Announcement from the Office of Student Affairs. While men residents do not have specific residence closing hours, it is expected that each will establish similar routine hours for retiring to his own residence. Freshmen, students on Academic Probation, and those under disciplinary action are subject to other conditions, including residence restrictions.

3. "Late Permission" for emergency reasons should be referred to one's Residence Director (or landlady) for consideration and must be requested no less than 12 hours in advance if for personal convenience. The student's Out-of-Class Agreement provisions will be considered in all "convenience" requests. Late "Return" permission may be granted in emergencies by a telephone call - directly to the Residence Director.

4. Appropriate Sign-In and Sign-Out guides are to be developed in each dormitory and be subject to approval by the Inter-Dormitory Council and the Office of Student Affairs. While the "Out-of-Class Agreement" provisions may require exceptions, the following general rules are to apply as either common or individual practices are agreed upon:

- a. Women, when away from the campus between 8:00 p.m. and 8:00 a.m. must have recorded in their place of residence for immediate reference by the Residence Director or Resident Assistant on duty the place or destination, name of companion, time of leaving and estimated time for returning, and mode of transportation. Sign-Out may be recorded by proxy; however, the student for whom the Sign-Out is recorded must assume full responsibility for its accuracy. Sign-In must be in person unless otherwise authorized by the Residence Director. Change in the

Sign-Out record may be communicated to the Residence Director or to the Resident Assistant on duty by the student concerned. The student concerned assumes full responsibility for compliance with the provisions of the Out-of-Class Agreement and other guides which may be in effect at the time.

- b. Women, whose leaves from the campus extend beyond the city limits of Laurinburg, are required to record the information indicated above and follow other guides outlined regardless of the hour of departure. Recording this information is necessary, also, in the case of students who are withdrawing from St. Andrews for any reason.
- c. Men are required to follow procedures established for item 1., above, and for withdrawing from St. Andrews as indicated in item 4, b., above.

5. Residents may have overnight guests, including fellow students with residence elsewhere, not to exceed three evenings per month provided approval beforehand is received from the Residence Director. Each overnight guest must report to and be registered with the Residence Director upon arrival. The student host is responsible for the conduct of his guest in keeping with regulations in effect.

6. Guest Rooms are available in some of the residence halls for use by guests of students when not otherwise scheduled. Reservations of such room @ \$2.00 per night per person are to be made with the Office of Student Affairs.

7. Changing rooms or residence halls after confirmation of assignment, or moving equipment or furniture from its assigned room, must be approved beforehand by the Residence Director(s) with the final approval resting in the Office of Student Affairs before any move is made. Each change, except when made at the convenience of the College, requires payment of a \$1.00 Room Change Fee (\$2.00 when change is between dormitories). Space utilization, including initial assignments and reassignments of residence hall rooms, resides with the Office of Student Affairs.

8. Telephone calls off-campus are to be made at a pay phone; however, calls to Faculty or Staff Advisors after office hours may be made through the college switchboard. Ordinarily, as a matter of courtesy and understanding with the advisor, calls to the advisor's home should be made prior to 8:30 p.m. All calls are to be limited to five minutes unless by pay phone.

9. Freshmen residents, men and women, are expected to use the hours between 8:00 p.m. and 8:00 a.m. Monday through Friday for study and rest; however, during the first semester unless otherwise restricted, freshmen may use two evenings Monday through Friday for social-recreational enjoyment, including college-sponsored events.

Places for study may be in the student's own residence hall, in the College Library, or in an approved area in the Liberal Arts or Conservatory buildings. A 30-minute break may be taken to visit the Student Center prior to 10.30 p.m.

10. In order to protect the health and well-being of the residents and to promote orderliness and sanitation of campus facilities, periodic inspections will be made by Resident Assistants, Residence Directors, and the Manager of Auxiliary Enterprises with the Assistant Dean of Students, or by officials of the State Department of Health as authorized by North Carolina law. Others going into residence areas as visitors, unless administrative staff members, are to clear their business or purpose for being there with the Residence Director or Office of Student Affairs. While service personnel are expected to inform the Residence Director of their need to enter the residence portions of the dormitories, their presence for emergency repairs as authorized by the Campus Engineer is to be expected at any time. Inspection of a student's personal belongings, including entry of dressers or desks, may be authorized only by one of the Assistant Deans of Students or a member of the Administrative Staff and such inspection will be undertaken by at least two persons, one of whom must be a Resident Assistant or Residence Director. The other party required to be present is one of those authorized to permit such investigation; however, legal search warrants issued by a Court of Law are beyond the control of the college even though police officials ordinarily work in cooperation with college officials in such instances. When a student's personal belongings are brought under inspection, those involved as authorized herein are expected to have the student concerned present if he is available; however, it is to be recognized that the nature of some inspections may provide little or no pre-announcement.

Note: House Councils and Residence Directors share coordinately in administration of these guides unless otherwise noted; however, should an emergency or conflict in judgment or interpretation of such guides occur, the staff of the Office of Student Affairs will make the decision. Changes which may be desired within the framework of basic college policy and the development of appropriate written interpretations may be requested from the Inter-Dormitory Council and when approved by the Office of Student Affairs, such change will be authorized by that office as an Official Announcement. Change in basic policy, on the other hand, should follow the regular processes of consideration after review by the Inter-Dormitory Council (from Student Senate to Student Cabinet, to Student Life Committee, and finally to the President of St. Andrews for his action).

Merit Deduction System

At the beginning of each semester each student will be given twenty merits.

Violations of this system will result in the deduction of merits by the members of the dormitory council and/or Residence Director or by the campus court. After the deduction of the first ten merits, a

resident student will appear before the dormitory council. The dormitory council or campus court has the prerogative to review the case of any student at any time it deems it necessary (regardless of the number of previously deducted merits). At any time the dormitory council or campus court may refer cases to the Honor Court. After the deduction of all twenty merits, the student will appear before the Honor Court. Any violations beyond this point will be dealt with directly by the Honor Court.

Merit deduction by members of the Dormitory Council and/or Residence Director are authorized as follows:

1. A minimum of one merit will be deducted automatically for the following violations in the dormitory with up to five, when the degree of violation warrants.

- a. Failure to sign in.
- b. Failure to observe "Quiet Hours."
- c. Untidy room.
- d. Improper dress.
- e. Excessive noise.
- f. Failure to sign out of dormitory to go to the other buildings on campus after 8:00 p.m.

2. For repeated violations of this section, a minimum of two merits will be deducted.

3. If at any time a student feels that he has been penalized unjustly, he may appeal to the Dormitory Council which has the prerogative to hear or reject the appeal.

4. Dormitory Councils as a group consider the following violations:

- a. Being late.
- b. Destruction of college property.
- c. Breaking a "Do Not Disturb" sign.
- d. Failure to attend a required dormitory meeting.
- e. Going beyond permission granted by parents or college regulations.
- f. Failure to sign out when leaving campus.

Merit deductions by the Campus Court relate to violations outside the dormitories, and include the following:

- 1. Failure to observe "Quiet Hours."
- 2. Improper dress.
- 3. Destruction or abuse of college property.

4. Failure to express good citizenship (line breaking, littering buildings or grounds, removing equipment without permission, inappropriate conduct, etc.).

Academic Guides

1. Registration

Toward the close of each semester, every student must plan his course program for the succeeding semester (and summer school, when appropriate) in conference with his Faculty Adviser. New students confer with their Faculty Advisers during the orientation period. Final registration is completed at designated times for all students at the beginning of each semester. All courses and changes in course program must be approved by the Faculty Adviser.

2. Course load

The normal student load is 15 or 16 credit hours per semester, not including physical education and choir. Permission to take more than a normal load is based upon the student's previous academic record. Seventeen hours may be granted by the Faculty Adviser. Application for more than 17 hours must be made to the Dean of the College with the approval of the Faculty Adviser. Under no circumstances will a student be permitted to take more than 19 semester hours. Students who are placed on academic probation carry 12 to 14 hours. Regularly enrolled students must carry a minimum of 12 semester hours, not including physical education or choir. If a student's course enrollment falls below this minimum, he may be asked to withdraw from the college. If for some approved reason a student is registered for less than 12 semester hours, he is classified as a special student.

*special non-degree
special degree*

3. Class attendance

Regular and punctual attendance at all classes and laboratories is expected of members of the student body. Daily reports of class absences are to be filed by each instructor with the Registrar. No instructor has the authority to excuse a student from class.

- a. Fifteen per cent rule. No student may miss more than 15% of the meetings of any class, or 15% of the meetings of any laboratory, whether the absences are excused or unexcused, except as in hereinafter provided. If for any reason or combination of reasons, a student is compelled to be absent from more than 15% of the meetings in a course, he must arrange with the instructor a plan to be approved by the Faculty Executive Committee for making up the work. Except in the case of illness, this arrangement should be made in advance. The instructor will be the sole judge of whether the work can be made up satisfactorily.

*does not
apply to
300-400*

Students involved in activities which necessitate a number of class absences, such as dramas, music, and sports, must plan carefully in order not to exceed the 15% rule, which covers both excused and unexcused absences.

- b. Tardies. When a student is tardy, it is his responsibility to notify the instructor at the end of the period. Three unexcused tardies constitute an absence. When a student misses more than ten minutes of any class, it will be reported as an absence.
- c. Excused absences. A student may be excused from class for emergency reasons, personal illness, or to represent the college when appropriate evidence is submitted to the Registrar. Whenever this is not possible in advance, the student must bring evidence to the Registrar within one week after he has returned to college.

A student who is absent because of personal illness at the college must have an absence report slip signed by the Resident Nurse and turned in to the Registrar the first day of return to classes. Non-residents and residents are to report to the Health Center within 24 hours upon return to the campus following illness away from the campus in order to gain proper clearance for return to normal college routines and to secure an absence report slip from the Resident Nurse. In addition to the academic guides relating to absences, the non-academic guides elsewhere in this Handbook are to be observed in cases of accidents, sickness, or hospitalization on or away from campus.

- d. Unexcused absences. Unexcused absences are permitted to students to take care of such problems as oversleeping, flat tires, and slow watches. They are also given to students who have shown by their satisfactory academic progress at St. Andrews that they are capable of regulating their attendance within reasonable limits.

(1. The number of unexcused absences permitted a student is determined by the student's quality point ratio for the preceding regular semester at St. Andrews and by his class rank.

(2. New students (first-semester Freshmen and transfers) are allowed one unexcused absence per course prior to the mid-semester grading report. Unexcused absences after the mid-semester grade report will be determined by the student's quality point ratio. The allotment of absences will be the same as second-semester Freshmen. Unexcused absences taken prior to the grading period will be deducted from the total allotted. Students admitted to St. Andrews with any academic conditions will be on academic probation for the entire first semester.

(3. Second-semester Freshmen and students with Sophomore rank:

With less than 2.0 quality point ratio are allowed one unexcused absence per course.

With a quality point ratio of 2.0 (and less than 4.0) are allowed unexcused absences not in excess of 5% of the class meetings in each course.

With a quality point ratio of 4.0 (and less than 5.0) are allowed unexcused absences not in excess of 10% of the class meetings in each course.

With a quality point ratio of 5.0 or better are allowed absences, excused and unexcused, not in excess of the 15% rule.

(4. Students with Junior and Senior rank:

With less than a 2.0 quality point ratio are allowed one unexcused absence per course.

With a quality point ratio of 2.0 or better and not under restriction for disciplinary matters, are allowed absences not in excess of the 15% rule.

(5. The number of class absences permitted to each student is calculated on the basis of a fifteen-week semester. The table below indicates the absences allowed under the percentage indicated:

Percentage	Number of Class Meetings Each Week						
	One	Two	Three	Four	Five	Six	
5%	1	2	2	3	4	5	absences allowed
10%	2	3	5	6	8	9	absences allowed
15%	2	5	7	9	11	14	absences allowed

e. Additional regulations

(1. Absence from a laboratory of any type is counted as a class absence. The percentage rule for absences applies to laboratories, and must be figured separately from the class hours.

(2. In any course, absence from the last class meeting before or the first meeting after an announced holiday will count as a double absence.

(3. Absence records are kept in the office of the Registrar, and students may examine their records only during the hours posted.

(4. Faculty members must report absences within one week of their occurrence to have them recorded. All exceptions must be reported by the Dean of the College to the Faculty Executive Committee.

(5. Responsibility for any work missed during a class absence, excused or unexcused, rests upon the student.

(6. Exceptions to these academic regulations may be made by the Dean of the College in consultation with the Faculty Executive Committee.

- f. Penalties for excessive absences. It is the responsibility of the student to limit his absences as prescribed in these regulations. When the records in the office of the Registrar indicate that a student has taken all absences allowed him in any course, the student and his parents will be warned by the Registrar that each additional absence will result in the loss of one semester hour from his total hours of credit and one quality point from his accumulated total. A student will be dropped from a course with a grade of "F" when, because of excessive absences, he has lost semester hour credit equal to the credit given for the course. A student will be penalized for any excessive absences even if the warning from the Registrar has not reached him.

4. Chapel Attendance

Chapel attendance is considered an essential part of the educational program at St. Andrews Presbyterian College. Each student is expected to attend a minimum of 14 chapel services scheduled for his particular class per semester. Absences due to illness or to representing the college in approved college business will not be counted against the student. Failure to attend the appropriate number of chapel services in any given semester will mean that the student's college work is deficient for that semester in keeping with the following regulations:

- a. Three excessive absences result in an additional requirement of one semester hour and one quality point.
- b. Five excessive absences result in an additional requirement of two semester hours and two quality points.
- c. Chapel absences will be recorded in the office of the Registrar and may be made up in any courses that the student desires. This means, for example, for three excessive absences in any particular semester the student would be required to have 125 semester hours and proportionate increases in quality points to graduate at St. Andrews.

5. System of Grading

- a. Each student receives a grade in his courses at ~~the middle of the semester and~~ ^{when given} at the close of the semester. The mid-semester grades ^{when given} do not appear on a student's transcript; they are designed to give the student an indication of his progress. The system of grades is as follows:

<u>Grade</u>	<u>Significance</u>	<u>Quality Points</u>
A	Excellent	6 per sem. hr.
B+	Very Good	5 per sem. hr.
B	Good	4 per sem. hr.
C+	Above Average	3 per sem. hr.
C	Satisfactory	2 per sem. hr.
D	Passing	1 per sem. hr.
E	Conditional Failure	0
F	Failure	0
I	Incomplete	0
WP	Withdraw while passing	0
WF	Withdraw while failing	0

- b. Quality points, the numerical equivalent of the letter grade, are used to determine the students' rank in class, academic honors, and academic warning. To meet the minimum requirements for graduation all students must have (1) a quality point average of 2.0 on all work attempted at St. Andrews and at least 124 hours of course work, (2) a quality point average of 2.0 on the final 30 hours of college work, and (3) a quality point average of 3.0 in the major field taken at St. Andrews.
- c. *Quality points ^{therefor} will not be computed*
~~Each semester hour transferred to St. Andrews will be credited with two quality points, or a "C" average. All transfer credits to be accepted by St. Andrews must have the written approval of the Dean of the College.~~
- d. A student's quality point ratio (QPR and his cumulative quality point ratio at St. Andrews (SACU) will be the basis on which honors, qualification for student offices, and absences will be figured.
- e. A student must ^{have} complete 60 semester hours of work at St. Andrews to be eligible for the honor society or for honors at graduation.
- f. A student who enters St. Andrews with deficiencies will receive college credit for college coursework done to remove these deficiencies, but will be required to take an equivalent number of additional hours to complete his degree at St. Andrews. (Ex. A student entering with no foreign language will receive credit for the 101-102 sequence, but will have to complete 130 hours with a "C" average on all hours attempted in order to graduate. A student with two years of high school French who is unable to enter French 201, would get credit for repeating French 102, but would have to complete 127 hours with a "C" average to graduate.) ~~No credit will be given for English or Math workshops which are required as part of entrance procedures, but the results of these will appear on the transcript.~~

6. Course Additions, Withdrawals, and Conditional Grades

- a. Freshmen are permitted to drop courses with the approval of their Faculty Adviser for a period of three weeks following registration day without having this recorded on their permanent records; and upperclassmen are allowed a period of two weeks for dropping particular courses under the same conditions. After this time, a "WP" grade is given when the student withdraws with the approval of his Faculty Adviser while doing passing work; otherwise, a grade of "WF" is recorded. No student may withdraw from a course during the four weeks preceding the final recitation of the semester without the approval of the Faculty Executive Committee.
- b. Students are permitted to add courses with the approval of their Faculty Adviser for a period of two weeks following registration day. Students who drop or add courses after academic registration, must do so in keeping with the proper form available in the Office of the Registrar. Complete instructions are provided on the form and it is essential that the student process this form in every detail in order for his records to be accurate. Merely discontinuing attendance is not sufficient notice; excessive absences will be recorded so that credit hours and quality points will be lost. It is necessary, therefore, that the proper procedure be followed immediately and the first step must be discussion of the matter with the Faculty Adviser.
- c. Any student may be dropped for cause from any course at any time upon recommendation of the professor and approval of the Dean of the College. Sufficient cause for dropping a student would include excessive absences, lack of preparation, general neglect, unwholesome attitude, or improper conduct in class
- d. The College Physician at any time may recommend to the Faculty Executive Committee that a student be allowed to drop a course for medical reasons. The Dean of the College or the Dean of Students may make a similar recommendation when circumstances surrounding a student's work are of an unusual nature. In such cases a grade of "W" will be recorded.
- e. A grade of conditional failure (E) may be removed by re-examination. This must be accomplished within the third week of the following semester. Any exceptions must be authorized in advance by the Dean of the College. If not removed within the authorized time, the E becomes a failure, F.

- f. An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed within the first nine weeks of the following semester. Any exceptions must be authorized in advance by the Dean of the College. If not removed within the authorized time, the I becomes a failure, F.
- g. A failure (F) cannot be removed from a student's record. However, if a course is repeated, the second grade is recorded as the final grade for the course. If the course is not required for graduation or for a major, it may be repeated only with the approval of the Faculty Adviser and the Dean of the College.

7. Examinations, Tests, and Reviews

- a. All Students are required to be present for tests announced a week in advance.
- b. A student who has final examinations in three successive periods may ask the Dean of the College or the Registrar for an adjustment in the time of such examinations.
- c. A mid-semester testing period will be provided in the schedules made by the Registrar and it is expected that this schedule will be observed unless otherwise approved by the Dean of the College.
- d. Short quizzes are left entirely to the decision of the professor without the obligation of giving them over to any student.

8. Academic Probation and Academic Warning

Academic probation and academic warning are means of communicating to a student and his parents, guardian, or spouse, the fact that the student's academic achievement at a given time is so questionable that continued performance at this level will result in his dismissal from St. Andrews.

- a. Any regular student whose quality point ratio for the previous regular semester is less than 1.75 on all work attempted will be placed on academic probation, ⁵⁰ *if permitted to continue at St. Andrews*
- b. Any regular student who passes less than 9 semester hours of course work during the previous regular semester will be placed on academic probation, *if permitted to continue at St. Andrews.*
- c. Any regular student who fails to make a quality point ratio of 2.0 on all work attempted for a third consecutive semester will be placed on academic probation, *if permitted to remain at St. Andrews.*

1.50

- d. Any regular student whose quality point ratio for the previous regular semester is at least ~~1.25~~ but less than 2.0 on all work attempted and who does not fall under one of the provisions listed above, will be placed on academic warning.
- e. Special students enrolling for less than 12 semester hours will have their records and individual status reviewed separately by the Faculty Executive Committee.
- f. Any student who is listed on academic probation during two consecutive regular semesters will be notified by the Registrar that he cannot continue at St. Andrews. Applications for re-admission by students who withdraw under these conditions must be presented to the Faculty Executive Committee through the Dean of the College; however, this Committee normally will not consider such applications until one regular semester has elapsed.
- g. At the beginning of each semester the Registrar will mail notices of academic warning and academic probation to the students concerned, with copies being mailed by the Registrar to the parents, guardian, or spouse. Copies will also be sent to the student's Faculty Adviser and the Office of Student Affairs. The Office of Student Affairs will, in turn, send lists to the respective Residence Directors.
- h. The duration of academic warning and academic probation extends through the student's final examination of the semester for which the notice was issued.
- i. Summer school work will not remove a student from academic warning or academic probation; however, such study when approved by his faculty adviser and when in keeping with degree requirements, will be counted in computing the required hours and quality points for re-admission. *Quality points deficiencies can be made up only at St. Andrews.*
- j. The Faculty Executive Committee may review a student's record at any time and invoke warning, probation or suspension, or remove a student from such status if, in the Committee's judgment, such action is warranted. Particular attention will be given to student records at each grading period.
- k. During the period of academic warning, it is suggested that students observe the following conditions:
 - (1. Attend all their classes, laboratories, and other scheduled meetings regularly and punctually.
 - (2. Have frequent conferences with their advisers and with their class and laboratory instructors.

- (3. Review carefully their study habits and daily routines.
- (4. Consult the College Counselor and personnel in the Guidance Center if desired.
1. During this period, students on academic probation are required to observe the following conditions:
 - (1. Attend all their classes, laboratories, and other scheduled meetings regularly and punctually. ~~One~~^{Two} unexcused absence per course is allowed if it has not already been taken.)
 - (2. Arrange academic schedules to include no fewer than 12 nor more than 14 semester hours during the probational period. (These limits shall include allowances for equivalents in laboratory, reading improvement, or non-credit courses which may be approved by the faculty adviser and the Dean of the College.
 - (3. Work out academic schedules to have the best possible balance between Monday-Wednesday-Friday and Tuesday-Thursday-Saturday class sequences.
 - (4. Plan a typical weekly schedule with the faculty adviser which will provide for:
 - (a.) A weekly conference with the Faculty Adviser. (Failure to keep scheduled appointments will be reported to the Dean of the College and the Dean of Students.)
 - (b.) Periodic discussion of problems and progress with instructors, residence leaders (or parents, if non-residents) and others who may be of assistance.
 - (c.) At least two hours of preparation for each semester hour of academic work scheduled per day.
 - (5. Arrange nights out for social-recreational and for college-sponsored events (e.g., Concert-Lecture Series, athletic contests, etc.) not to exceed two nights Monday through Friday. Students on academic probation must be in their own places of residence by 11:00 p.m. Sunday through Friday and by 12:00 midnight Saturday.
 - (6. Plan no more than two weekends away from campus (beginning Saturday after classes and extending until 11:00 p.m. Sunday) during each eight-week grading period for visits to one's home or elsewhere in keeping with the parental permission statement on the student's "Out-of-Class Agreement." The weekend immediately prior to the beginning of final examinations cannot be used for leave from the campus. Exceptions in family emergencies may be authorized by one of the Deans.

(7. Leave motor vehicles at home since their possession by students on probation is prohibited unless specifically approved in advance by the Dean of Students.

(8. Recognize that students on probation may not participate in any extra-curricular activities for the period of probation.

- m. The College Counselor and personnel of the Guidance Center are available to assist students on academic probation, if desired.
- n. Personal honor in adherence to these guidelines, and any others which may be given by the Deans, is expected both in letter and in spirit. The Deans will request reports from time to time from anyone who may be able to share information as to the student's progress or lack of progress.
- o. Improvement in academic work and in citizenship is essential. Each student should understand that lack of such improvement, in the judgment of the Deans, may result in suspension or dismissal without further hearing.

9. Classification

The classification of a student depends upon the amount of college work and the number of quality points he has to his credit, and not upon the length of time he has been in college. A student is classified:

- a. As a senior, upon completion of 90 semester hours with a grade point ratio of 2.0 on all work attempted at St. Andrews.
- b. As a junior, upon completion of 60 semester hours with a grade point ratio of 1.8 on all work attempted at St. Andrews.
- c. As a sophomore, upon completion of 28 semester hours with a grade point ratio of 1.4 on all work attempted at St. Andrews.
- d. As a freshman, if the regular admission requirements have been met.
- e. As a special student, if, for some approved reason, he is registered for less than 12 semester hours.

10. Re-admission

A student to maintain satisfactory progress toward a degree must pass at least 30 semester hours of course work each calendar year with

a grade point ratio of 2.0 on all work attempted at St. Andrews. The College permits re-admission under the following minimum standards, feeling that below these standards a student has no chance of completing requirements for graduation:

- a. To return for a second year, the student must have passed at least 26 semester hours with a grade point ratio of 1.25 on all work attempted at St. Andrews.
- b. To return for a third year, the student must have passed at least 60 semester hours with a grade point ratio of 1.6 on all work attempted at St. Andrews. He must also have passed during the previous year a total of 24 semester hours and received 48 quality points.
- c. To return for a fourth year, a student must have passed at least 90 semester hours with a grade point ratio of 1.8 on all work attempted at St. Andrews. He must also have passed during the previous year a total of 24 semester hours and received 48 quality points.

In meeting these requirements, no grade of conditional failure (E) may be counted in the total number of semester hours passed.

Summer school credits, when approved by the faculty adviser and when in keeping with degree requirements, may be counted in computing the required total.

Both resident and non-resident students must complete the appropriate Residency Agreement to establish eligibility for readmission.

In keeping with the twofold purpose of the College, that of quality higher education and Christian citizenship, applicants for admission or re-admission whose records of achievement and citizenship reveal questionable patterns of behavior will be denied the privilege of enrollment or may be given an appropriate conditional status.

11. Summer School

The College normally conducts a summer session. Though offerings are less varied than during the fall and spring terms, the summer curriculum, nevertheless, includes a wide range of courses for undergraduates, teachers, and high school graduates who wish to qualify for advanced standing. Regular members of St. Andrews Presbyterian College teaching staff and visiting professors make up the faculty of the summer school. Each student must plan his summer program with his Faculty Adviser and receive prior approval for all courses. This approval by the Faculty Adviser must be submitted in writing to the Registrar.

When a student is seriously deficient in his work, his summer program may be planned by the Fac. Adv. Com. presented

12. Summer Work at other Institutions

Any student desiring to receive credit toward graduation for summer courses at another institution must have the approval of his

and correspondence work

faculty adviser and the chairman of the division in which the ~~corresponding~~ ^{parallel} course is taught at St. Andrews. The institution in which work is taken must be fully accredited. Credit will be granted only for courses of college level which are also allowed toward graduation by the institution conducting the summer school. For credit the courses must be completed at the "C" level or higher. ~~Two quality points will be credited for each semester hour allowed in transfer.~~ Courses in which grades of less than "C" are earned will not be acceptable for transfer credit. The student is responsible for requesting the institution to mail an official transcript of his summer work to the Registrar at St. Andrews as soon as the courses are completed.

13. Withdrawal from St. Andrews

Resident or non-resident students who desire or find it necessary to withdraw from St. Andrews at any time following notice of admission or re-admission are expected to observe the regular withdrawal procedure:

- a. Discuss the matter with his Faculty Adviser and secure his signature on the regular withdrawal form.
- b. Advise the Dean of Students of the withdrawal and clear any impending disciplinary action. Secure his signature as a sign of clearance.
- c. Clear with the Residence Director concerning any keys, room inspection, and laundry.
- d. In order to complete the financial matters, clearance with the infirmary, library, and the business office is necessary. Clear financial matters in keeping with the following basic understandings: if you withdraw for any reason within the first three weeks following registration day (or within the first week of a summer term), one-half of the tuition and fees charged at the time of registration will be refundable. If you are a resident, a charge will be made for a proportionate share of the board; however, a full charge will be made for dormitory room rent. After the third week, or after the first week during a summer term, no refunds are allowed except for sickness or call into the armed services, and written evidence of such conditions must be filed with the Dean of the College. Further, no refunds will be made without an honorable dismissal from the Dean and without application for a refund at the time of withdrawal.
- e. Take the withdrawal form to the office of the Dean of the College for final processing.
- f. In emergencies, the President, the Dean of the College, or the Dean of Students, may adjust the procedures attending withdrawal.

Chapel, Class Assembly, and Faculty Advisory Schedules

The third period, 10:00 - 10:50 a.m., Monday through Saturday, is reserved for students and faculty and staff to attend these programs and to meet for group and individual discussions. While advisor-advisee conferences are not required for any particular frequency of time, such meetings between faculty advisors and student advisees is encouraged and students should plan ahead and make appointments to discuss their progress and problems with assigned advisors.

Chapel services and assemblies (class and student body meetings) as announced by Deans Davidson or Hester are required. While adjustment in the following schedules may be made from time to time, requests for change are to be made to the Dean of the College or the Dean of Students, allowing at least 48 hours for consideration and announcement of any adjustments.

CHAPEL SERVICES:

Freshmen....6:45 p.m., Tuesdays
 Sophomores....10:00 a.m., Tuesdays
 Juniors and Seniors....10:00 a.m., Wednesdays

CLASS ASSEMBLIES:

Freshmen....10:00 a.m., Mondays
 Sophomores....10:00 a.m., Thursdays
 Juniors and Seniors....10:00 a.m., Fridays

FACULTY ADVISOR-STUDENT ADVISEE CONFERENCE PERIODS:

Freshmen....10:00 a.m., Wednesdays
 Sophomores....10:00 a.m., Mondays
 Juniors and Seniors....10:00 a.m., Tuesdays

READING IMPROVEMENT PERIOD:

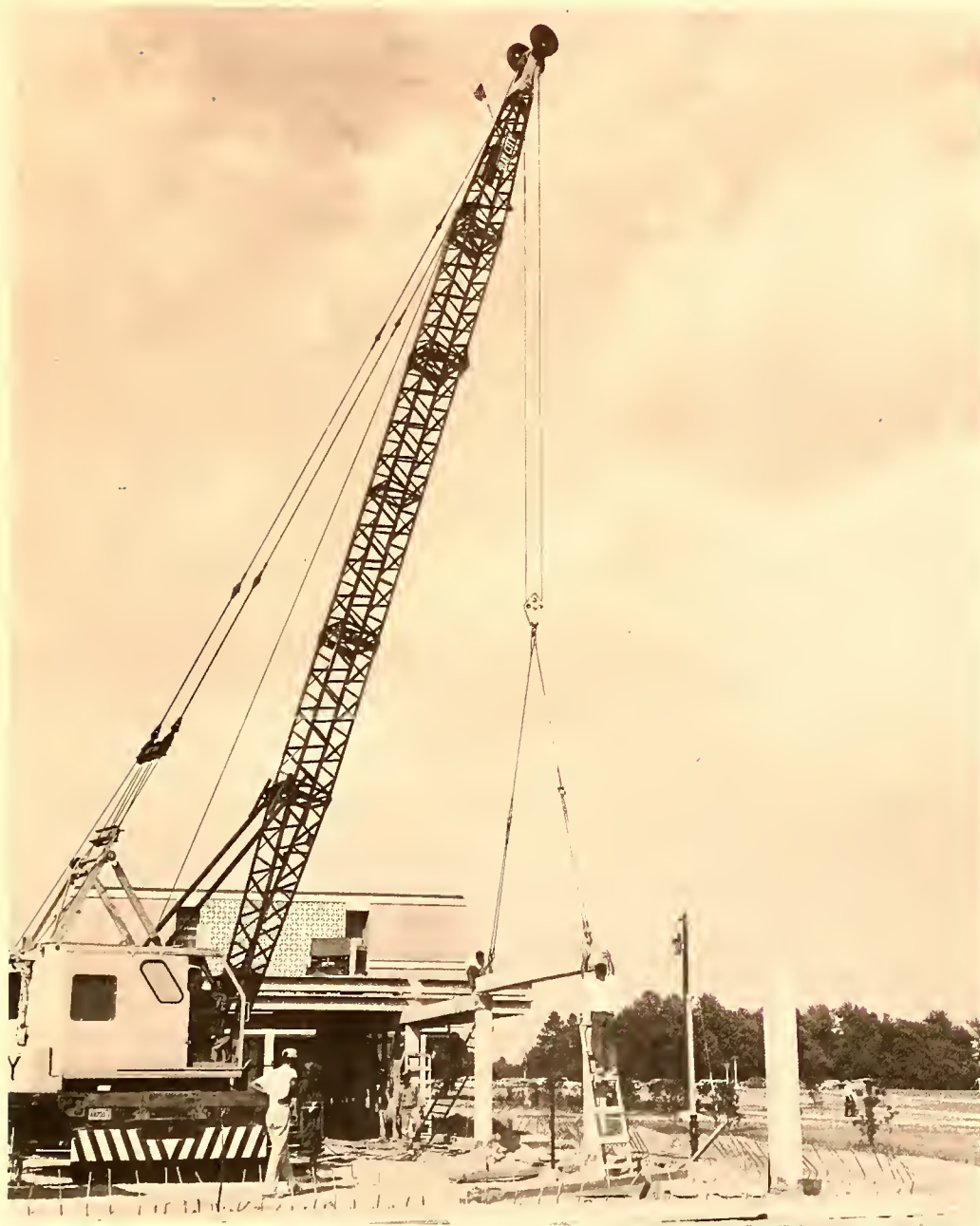
Regular class meeting on Tuesdays, 10:00 - 10:50 a.m.
 Other third periods by special arrangement only.

STUDENT BODY ASSEMBLIES:

Mondays and Fridays, 10:00 - 10:50 a.m. will be used
 alternately as announced by one of the deans.

Students needing additional time for meeting with faculty advisors are urged to be alert to other free periods for conference appointments.

III. CAMPUS SERVICES



HEALTH CENTER

Services in the College Health Center are provided primarily for resident students who have paid the general fee and room and board. Such services include health counseling, first aid, and Out-patient and In-patient medication when prescribed by a physician and approved by a College Physician in keeping with local campus facilities and staff. Short-term isolation is well stocked for routine needs and is furnished for accommodation of overnight patients needing rest and time for recuperation; patients who need careful bedside attention, specialized medical care, and medication of other than a first aid nature will be referred to a hospital. Whenever possible, administration of special medication when prescribed by a physician is authorized to be carried out by the Health Center Staff; however, the cost of such special medicines and materials necessary for their proper administration must be borne by the student.

Non-resident students and college employees, including members of the faculty and staff, are provided emergency first aid services without charge. Overnight care is available primarily for those who have paid the general fee and room and board charges and regularly enrolled residents, and such care is limited to a total of ten days or nights during the regular college year, or to three days or nights during the summer session, without additional charge as provided for elsewhere in this section. Regularly enrolled students who would be campus residents if dormitory space were available, and who find it necessary to reside off-campus with other than their own families, are permitted to use the services of the Health Center provided they have paid the general fee; however, a service charge for board required while in the center will be made in these cases.

Other members of the college community, and regularly enrolled residents whose bed-care extends beyond the number of days or nights permitted, may use the room accommodations and other services of the center for periods up to 24 hours at a time in emergencies and when space is available; however, extra costs for such services must be borne by the person receiving these accommodations.

All personnel of the college, students and employees including faculty and staff, and members of their immediate families, are invited to participate in vaccination and inoculation programs as announced by the Health Center staff. Costs of serum and material necessary for such programs, of course, are to be borne by the participants.

The Assistant Deans of Students, assisted by the College Counselor, serve as liaison to the medical staff listed below in the promotion of good health practices and services and in development of appropriate policy recommendations which will serve the total well being of the campus community.

The Health Center Staff

Hugh M. McArn, Jr., M. D. (City Office: 422 King Street)
 David A. Williams, M. D. (City Office: Atkinson Street)
 Mrs. Selah P. Stephens, R. N. (Office and Quarters, Health Center)
 Mrs. Robert L. Chaiken, Assistant Nurse (Health Center)

OPERATIONAL GUIDES

1. Admittance: The Resident Nurse will render first aid services at no charge for any who report to the Health Center in keeping with instructions and procedures approved by the College Physician.
2. Services by the College Physicians: Daily visits are made when needed to the Health Center by one of the College Physicians at 7:30 a.m. Monday through Saturday, for consultation services and treatment of minor ailments. For emergencies at other times, students should report through the Residence Director to the Resident Nurse who will communicate with the College Physician for proper guidance; however, students who wish may go directly as a private (non-Health Center case) patient to one of the College Physicians at the regular professional call rates.
3. Health Center Hours, Mondays through Fridays: 7:00-9:00 a.m., 1:00-2:00 p.m., and 4:00-5:00 p.m.

Saturdays: 7:00-9:00 a.m. and 1:00-2:00 p.m.

Sundays: 4:00-5:00 p.m.

Note: Students with 8:00 a.m. classes should report promptly at 7:00 a.m. in order that class attendance will be possible unless consultation with the physician at a later time is directed by the Resident Nurse. At other times, resident students in need of health services are to check in with the Residence Director of his or her residence hall (also see item 2 above).

4. Visiting Hours: Student visitors are permitted to visit patients who may have visitors by order of the College Physician during the hours of 3:00-4:00 p.m. At any other times, the Resident Nurse is to be consulted, if books or articles of clothing are needed for bed patients.
5. Bed-care: Bed space for routine observation is available; however, cases requiring bed-side care or other specialized services will be referred to the local hospital.
6. Meal Service in Health Center: In keeping with the above schedule, patients will be served the customary liquid, soft, or regular diet as prescribed by the College Physician. If any special diet is prescribed by the College Physician, the student will be charged \$1.00 extra per day or portion thereof.
7. Referral to physician's office or hospital: The College Physician may direct any case to be sent to his office or to the hospital if attention by a physician is needed at other than Regular Sick Call hours.

8. Notice to Parent/Guardian: The College Physician or other attending physician will call a parent or guardian when first convenient when hospital confinement or specialized medical attention appears needed. Cost of such a call will be charged to the student's bill either at the physician's office, the hospital, or the Health Center. When desirable, the physician will communicate the matter to one of the Deans of Students, except that the Resident Nurse will include such matters in her daily morning report to the Office of Student Affairs and to the Faculty Advisors concerned.
9. Medication and Special Services: Medications believed appropriate for routine administration by the Resident Nurse will be approved by the College Physician and held in stock in the Health Center. Supplies and equipment necessary for examination room and bed-side use by the physician will be maintained without additional charge. Special services and special medications as prescribed by the College Physician or another physician may be administered in the Health Center only with the approval of the College Physician. Students concerned will bear the costs of such services and/or medications as for personal expense.
10. Check-out of Patients: After bed-care assignment, students may be released officially from the Health Center and readmitted to classes and other campus programs only by permission of the College Physician.
11. Absence excuses for classes missed during periods of sickness or accident while confined in the Health Center are to be approved by the Registrar upon recommendation of the Health Center staff. Absence excuses must be initiated with the Health Center within 24 hours following return to classes.
12. Non-residents who are absent from classes because of illness or accident must report to the Health Center for an absence excuse recommendation by that staff to the Registrar. Written notes from a family physician will help expedite action in the Health Center. Absence excuses must be initiated with the Health Center within 24 hours following return to classes.
13. A roster of all students having sickness and accident insurance through the college-sanctioned plan will be provided each physician and the Scotland Memorial Hospital by the Business Office. This policy pays only for patients treated in a hospital. Each individual student is responsible for the proper processing of insurance claim reports.
14. Unless specifically informed by a member of the Health Center that a particular charge is authorized for payment by the College, the hospital and physician concerned are to bill the student directly for services rendered. The College, of course, expects each student to keep his financial obligations on and off campus clear at all times.

COLLEGE HOUSING

The operation of residence halls is undertaken at St. Andrews in recognition of two primary concerns: one is that of providing on-campus housing accommodations as a part of the auxiliary services for students; and, the other concern is that of providing educational experiences in a living and learning context as a part of the out-of-class life of students.

In the first instance, the provision of suitable living space, the furnishing and up-keep of such facilities for maximum utilization, and the service personnel needed for maintenance of the physical properties primarily are business management affairs which reside with the College Business Manager and his staff. In the second instance, that of dormitory-life programming, coordination of student activities, and leadership for implementing programs suitable to group living and learning resides with the Assistant Deans of Students as a part of the overall function of the Office of Student Affairs.

Officials of St. Andrews extend to students, through their representative leaders, the opportunity to develop greater maturity and insight as they participate in the self-government and self-administration of residence hall life in cooperation with official representatives of the College. Routinely, residence halls are administered jointly by House Councils, composed of elected house officers and student resident assistants, and the Residence Directors, in keeping with guides provided in this handbook; however, should points arise that judgments of directors and councils differ, that of the directors will prevail until written recommendations from the councils and the directors can be reviewed by the Assistant Deans.

The Assistant Deans of Students, assisted by the Inter-Dormitory Council, represent the Dean of Students and other officers of the College as the primary source of reference for development of residence life programs and for interpretation of policy matters and questions of procedure relating to residence life. And, while services of a business or plant facility nature in the residence area reside with the College Business Manager, the Office of Student Affairs frequently is the proper point for initial reference in such instances. Official Announcements relating to residence hall matters will be filed with the Residence Directors and House Presidents, whether such announcements relate to interpretations or to change which may be recommended.

The role of the Inter-Dormitory Council in affairs relating to residence life is considered to be a most important one, particularly in attempts to relate the programs of one residence hall to others. Officials of St. Andrews invite resident students to share their ideas for improving residence life within and between dormitories with members of this Council and with the Assistant Deans who serve as liaison between the students and the Administrative Staff and Faculty. Since the members of this Council are the chief student resident leaders, its views regarding residence activities and services are important considerations in policy formulation and revision whether initiated by students through procedures established for the Student Association program or by staff or faculty leaders.

COLLEGE COUNSELING

Assistance to students in their consideration of personal problems is available (a) from their Faculty Advisors, (b) from the College Counselor, and (c) from other personnel resources, including the deans and the staff of the Presbyterian Guidance Center, upon arrangements through the College Counselor, Dean of Students, or Dean of the College.

1. The program guides relating to Faculty Advisor-Student Advisee relationships is explained in greater detail in Section VII of this handbook. While the role of the student's Faculty Advisor primarily is one concerned with ways and means for helping the student improve and increase his academic competence, it is recognized that personal concerns outside the classroom setting frequently influence academic performance; therefore, students are urged to request guidance from their advisors regarding progress and problems whether or not the immediate concern seems to be one of an academic or personal nature.

2. The College Counselor is available to students for individual and group counseling, both on referral from members of the faculty and staff and by direct request from students desiring his assistance. He may assist students personally or refer them to such other personnel resources as the College Physicians, the staff of the Presbyterian Guidance Center, or off-campus resources such as psychological counseling centers. Appointments with the College Counselor may be arranged in the Office of Student Affairs or directly with him in his office off the main lounge of the Student Center. The College Counselor serves also as Director of Religious Activities and invites students to discuss their spiritual concerns with him when desired.

3. The Presbyterian Guidance Center is an agency of the Synod of North Carolina, located on the campus of St. Andrews Presbyterian College. The Dean of the College and the Business Manager are members of Synod's Committee maintaining oversight of the operation of this agency and its related program. The Presbyterian Guidance Program is oriented primarily to assist high school juniors and seniors from Presbyterian churches of the Synod of North Carolina; however, a portion of the Presbyterian Guidance Center time is devoted to St. Andrews' students when referred to it by the College Counselor, Dean of Students, or Dean of the College. Sometime you may desire to secure additional information about your strengths and weaknesses. If you are referred to the Guidance Center according to the procedures outlined above, there usually is no charge to you.

4. Other personnel available to students having particular concerns include the following:

(a) Career Planning. Major department advisors and Placement Coordinators (department heads unless otherwise announced) as well as the College Counselor are available for assistance. The Dean of Students, with the Financial Aid Officer, assists both students and faculty leaders in job placement services.

(b) Financial Aid: (grants, loans, and job placement on a part-time or full-time basis) The Financial Aid Officer will receive applications from students for financial assistance based primarily upon need, and will counsel with students and others in matters relating to job placement both on and off the campus. This officer, with the Dean of Students, will assist students, major field advisors, and prospective employers in locating work opportunities, arranging interviews, and in providing information relative to job possibilities while enrolled, during summer vacation periods, and following graduation. Students who are interested in having applications on file, whether work or other aid is based upon need or special talents, should consult with the Financial Aid Officer, Dean of Students, or one's own advisor for further information.

(c) Foreign student matters: The Dean of Admissions is available to discuss questions of particular interest to students attending or planning to attend St. Andrews from out of the country. Matters relating to reports required by governmental agencies and similar concerns of those in "foreign student" status should be referred to this college official.

(d) Military and veterans' affairs: The Dean of Admissions is available to discuss questions of particular interest to these students, including the filing of reports required by governmental and other agencies regarding students under programs relating to military or Veterans Administration services.

(e) Reading improvement program: The reading program is designed primarily to assist students with reading difficulties to improve their reading speed and comprehension and is under the coordination of the staff of the Division of Education and Psychology, Visual Aids Services. While participation in the program is required for certain students, students who have satisfactory competence but who wish to improve, may petition the Reading Program Coordinator for permission to participate either in the class or laboratory program.

STUDENT CENTER

Considered the focal point of the social and recreational life on campus, the Center provides both for services and activities to and by students, and for the total college community. To assist in the development of appropriate services and activities, including recommendations as to policy level guides and procedures, a Student Center Board is authorized. This committee of students, selected by students as their representatives, works with the Office of Student Affairs in carrying out its functions. The primary function of these campus leaders is two-fold: the establishment of guidelines for promoting Center activities and services not provided for elsewhere, and the implementation of programs which will serve the general welfare of the campus community as a part of the total social and recreational life of the college.

On the one hand, the basic operation of the Student Center is that of student life activities and services. In these areas, the staff of the Office of Student Affairs and the members of the Student Center Board serve jointly in activity programming as a part of the overall area coordinated through the Office of the Dean of Students. On the other hand, services through the media of the Dining Hall, Snack Bar, College Store, and Post Office operations, are basically business management affairs. In these areas, the staff of the Office of Student Affairs and the members of the Student Center Board serve jointly to make recommendations to the Director of Auxiliary Enterprises and the College Business Manager. In matters where conflict of interest may be indicated, the President of the College serves as the source of final review and authority.

Unless otherwise provided for, the Student Center Board is the source of referral for all activities and services in the Student Center including those phases of the Center operation which reside with the Business Manager. In consideration of matters relating to the Dining Hall, Snack Bar, College Store, and Post Office, the supervisor whose operation may be involved serves as an ex-officio member of the Student Center Board. The judgments and recommendations of the Student Center Board and the staff advisors are essential to sound policy formation and administration and all who may have interest in the programs of the Center are urged to communicate their suggestions to members of the Board for follow-up attention.

Basic Guides for the Student Center

1. Scheduling use of the various rooms of the Center requires clearance through the Office of Student Affairs.
2. The Center is provided for the use of students of St. Andrews and their guests, staff of the college, alumni, and persons who have official business on the campus. Students are responsible for their guests, with observance of the following regulations expected:
 - (a) Bridge and dancing are permitted except on Sundays.
 - (b) Bermuda shorts are permitted except in the Dining Hall during the noon and evening meals Monday through Saturday, with the expectation that neatness, decency, and cleanliness are considerations to be observed at all times.
 - (c) Sunday dress in the Center is the same as that expected in classrooms except that dress-up attire is to be worn for the noon meal.
 - (d) Student Association officials are granted office space where available and are expected to assume responsibility for its proper care and use. When available, cabinets for storage will be assigned. Keys are available with payment of a \$1.00 deposit with an extra charge per key in excess of two per office or cabinet.

3. Individuals and groups using the Student Center are expected to exercise due respect for the physical facilities, equipment, and other persons in the Center. Observance of the following guides will save embarrassment, including possible charges for unnecessary wear and tear or other appropriate action:

(a) Unless otherwise announced for a scheduled coffee, tea, reception, etc., refreshments are not permitted in the Main Lounge.

(b) Sitting on tables, placing cigarettes on tables or floors, and similar careless conduct are acts which indicate a lack of respect and concern for property and cannot be tolerated.

(c) The use of unauthorized appliances, opening of windows while air conditioning units are in operation, and the moving of furniture or equipment without prior authorization must be avoided.

(d) Recreation^{al} supplies such as ping pong paddles, pool balls and cue sticks, playing cards, chess, records, etc., are available on a check-out basis from the Hostess-Director. All supplies must be returned after use.

(e) Other guides necessary to the effective operation of the social-recreational areas of the Center will be announced through the Office of Student Affairs.

4. Meeting rooms are to be scheduled through the Office of Student Affairs; however, use-priority is given to those groups which have assigned space as provided for above.

(a) The Small Dining Room is available only for conference meetings and meal service for groups as scheduled through the Office of Student Affairs.

(b) The Small Lounge is available for large or small group meetings while the Main Lounge is reserved as an open lounge except for special occasions.

(c) The Snack Bar is provided for snacks and fellowship, including bridge, dancing, and similar social activities appropriate to the area; however, the Snack Bar may be scheduled for special programs, such as seated meals from time to time where other food-service facilities may be too small or too large.

5. Reservations and Requisitions relating to use of Center facilities must be processed by an officer of the group desiring a particular facility in order that proper clearance of dates, time, spaces, and services needed may be assured. Such clearance must be secured sufficiently in advance of the date required. While only a matter of hours may be necessary in some cases, days or weeks may be required to arrange special services or to provide special equipment or other adjustments.

6. The use of bulletin boards, the display of posters, and use of communication systems in or around the Student Center require advance clearance from the Office of Student Affairs. Assignment of space for the college-year or for a shorter length of time may be requested through that office, and when so assigned, such space and use thereof is the responsibility and privilege of the group holding such space and is not to be encroached upon by others unless specifically authorized in writing through the Office of Student Affairs.

7. Other regulations presented in this handbook are applicable to the Student Center unless otherwise announced by the Office of Student Affairs following recommendation by the Student Center Board or other authorized agency.

Hours for Operation of Student Center

1. The Main Center...Sundays through Fridays,
 7:00 a.m. - 11:00 p.m.,
 ...Saturdays, 7:00 a.m. - 12:00 midnight.
2. Dining Hall.....Mondays through Saturdays:
 Breakfast: 7:00 - 8:00 a.m. (The
 service line will remain open until
 8:15 for late-comers to have hot food
 already prepared or cold food service.)
 Lunch: 11:30 a.m. - 1:30 p.m.
 Supper: 5:00 p.m. - 6:30 p.m.
 Sundays:
 Breakfast: 8:00 a.m. - 9:00 a.m.
 Lunch: 12:00 - 1:00 p.m.
 Supper: 5:00 p.m. - 6:00 p.m.

Note: All personnel using the main dining room are asked to vacate the room no later than 30 minutes after the cafeteria serving line is closed in order that preparations following use can be completed properly. Each user, of course, is expected to return his or her own tray and food service ware to the disposal window.

3. College Book Store...Mondays through Fridays:
 --8:30 a.m. - 1:30 p.m.
 --3:00 p.m. - 5:00 p.m.
 ...Saturdays:
 ---8:30 a.m. - 12:00 noon.
4. Post Office Window Service...Mondays through Fridays:
 --8:30 a.m. - 9:00 a.m.
 --11:30 a.m. - 1:15 p.m.
 --4:30 p.m. - 5:00 p.m.
 ...Saturdays
 --8:30 a.m. - 9:00 a.m.
 --11:30 a.m. - 12:15 p.m.

Note: All resident students are required to rent post office boxes. There is no General Delivery service.

5. Snack Bar Counter Service...Mondays through Fridays:
 --7:30 a.m. - 10:30 p.m.
 ...Saturdays: 7:30 a.m. - 11:30 p.m.
 ...Sundays: 3:00 p.m. - 10:30 p.m.

Note: All persons using the Snack Bar are asked to vacate the facility no later than 15 minutes after the counter closes.

THE DETAMBLE LIBRARY

Mrs. Carl Bennett, Acting Librarian

Hours

Variations from these hours will be posted.

Monday - Friday ... 8 A.M. - 10 P.M.
Saturday 8 A.M. - 5 P.M.
Sunday 2 P.M. - 5 P.M.
 7 P.M. - 10 P.M.

The Library is a beautiful three story building (the third a mezzanine) near the lake on the academic side of the campus. It was completed and occupied in May, 1964. The accompanying diagrams show the floor plan. Ample shelf and study space has been provided with great many individual carrels for distraction-free study.

The library exists for the use of the college community. Its resources are selected to provide instructional material for class work, research material for those with special interests, and recreational reading. Members of the staff are glad to help in any way they can to find materials and to answer questions.

Some general regulations should be mentioned here; others will be found later in discussion of topics where they are applicable.

1. Dress appropriate to the academic side of the campus should be worn in the library.
2. No food or beverages may be brought into the library.
3. Smoking is not permitted.
4. Use the main entrance. The side doors are emergency (fire) exit doors only.

First Floor

Reserve Room: Books assigned by instructors as required reading are listed by course name and number in a loose leaf notebook kept on the Circulation Desk. Some reserve books are shelved behind the Circulation Desk and this fact is indicated. Other books will be found on open shelves in the Reserve Book Room. They are to be used in the library during library hours; if a user desires to take a reserve book to

another floor he must sign the reserve card and leave it at the Circulation Desk. Most reserve books may be taken from the library for overnight use after 8:00 P.M. or for the weekend after 11:30 A.M. Saturday. They must be returned by 8:30 the following morning (Monday morning for books checked out on Saturday). Exceptions may be made only on written request of the teacher of the course involved.

Fines: Since reserve books are in great demand a severe penalty is imposed for failure to return them when due. Twenty-five cents for the first hour or fraction of an hour is charged, plus five cents for each additional hour or fraction of an hour, up to a limit of fifty cents per book per day.

Periodical Reading Area: Current periodicals and newspapers are arranged alphabetically by title on open shelves. Back issues of the current volume may be found behind the sloping shelf holding the current issue. Older periodicals are shelved on the second floor.

Circulation Desk: All books taken from the library must be charged out at the Circulation Desk. Circulating books may be borrowed for a period of two weeks and may be renewed for one additional two-week period if no one has requested a "hold" on the book. Books must be brought to the Circulation Desk for renewal. All books are subject to recall if needed by a faculty member for class use or reserve; renewed books may be recalled if requested by someone else. Reserve book fines apply to recalled books not returned promptly.

To borrow a book: Take book to Circulation Desk, sign full name on both cards found in the book pocket, and wait for book and cards to be stamped with the due date. Please note the due date. It is your responsibility to return the book on time. Do not lend books charged to your name. All books and fines are due no later than "Reading Day" at the end of each semester. Failure to settle library accounts will result in the withholding of grade reports, permission to graduate and release of transcripts.

Fines: To encourage the prompt return of books for use by others, a fine of five cents per day per book will be charged. To minimize record keeping, overdue charges on two-week books will be discounted fifty per cent if they are paid when the books are returned. This discount is not allowed on overdue reserve books or on recalled books which are not returned promptly. If a book has to be sent for, a messenger fee will be added to the overdue fine.

Lost books: If you lose a book, report it promptly since fines accrue until the loss is reported. Full publisher's price, plus fines, will be charged. If a lost book is found, return it to the Circulation Desk; your payment will be refunded upon presentation of your receipt.

Book Deposit: Books that are not overdue may be returned when the library is closed by means of the book deposit slot near the service (lakeside) entrance to the library.

Second Floor

Reference Area: Encyclopedias, dictionaries, atlases and other reference books are arranged according to the Dewey Decimal classification on shelves in the north end of the library overlooking the lake. Periodical indexes, such as Readers' Guide, International Index and Education Index, are on special tables in the center of the Reference Area. Use these indexes to help you find articles on the subject you are interested in, then look in the last drawer, "Periodicals," of the card catalog and see if the library has the periodicals and volumes you need. Use the guide card at the front of the drawer to help you interpret the information on the cards in the file. Bound volumes of periodicals are on open shelves in the southwest end of the Stacks on this floor. Unbound issues should be requested from the librarian on duty, using the slips found on the index tables. Periodicals and books in the Reference Collection do not circulate out of the library.

Card Catalog: The card catalog is an alphabetical listing of the books in the library, with cards for authors, titles and subjects filed together. Books are arranged by the Dewey Decimal classification and may be located by the call number which is typed in the upper left corner of each card. "F" is used for fiction in English and "B" for individual biography. Special location marks are typed or stamped above the classification number for books not in the general collection. They are:

- R - Reference Area
- J - Juvenile
- Sc- Scottish Collection
- M - Music Library - Vardell Building

Book Stacks: General works (000) and books on philosophy (100), religion (200), and the social sciences (300), as well as juvenile books and bound periodicals will be found on open shelves on this floor. A microfilm reader is located near the bound periodical shelves.

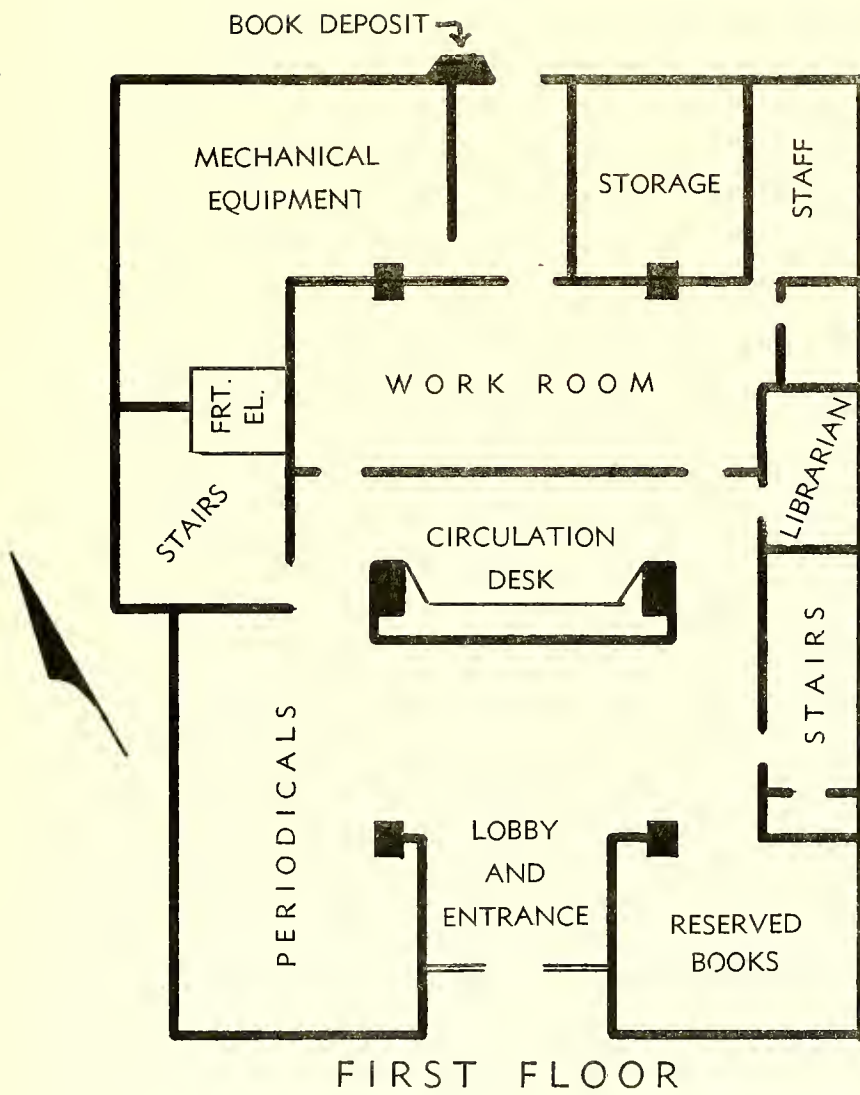
Scottish Collection: The library has a special collection of books of Scottish literature and history which is located just off the reference area. Books which have charge cards in pockets in them may be checked out. Others must be used in the library.

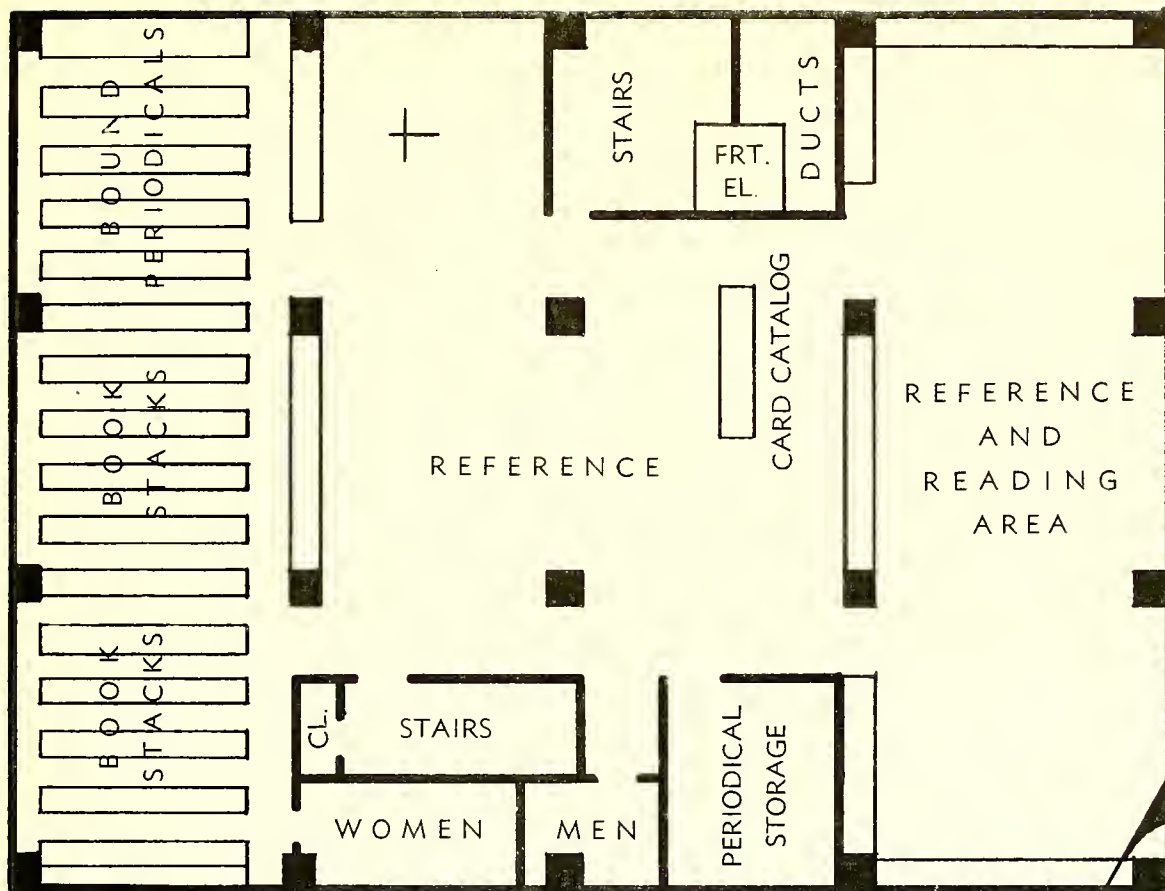
Third Floor

The mezzanine floor contains the remaining book collection. Language (400), pure and applied science (500,600), history (900), biography (920 and B) and fiction (F) are shelved in the Stacks and Lounge Reading Area. Fine arts (700) and literature (800) may be found in the Study Area overlooking the lake. Also on this floor are a conference room and a room furnished with individual carrels for faculty use.

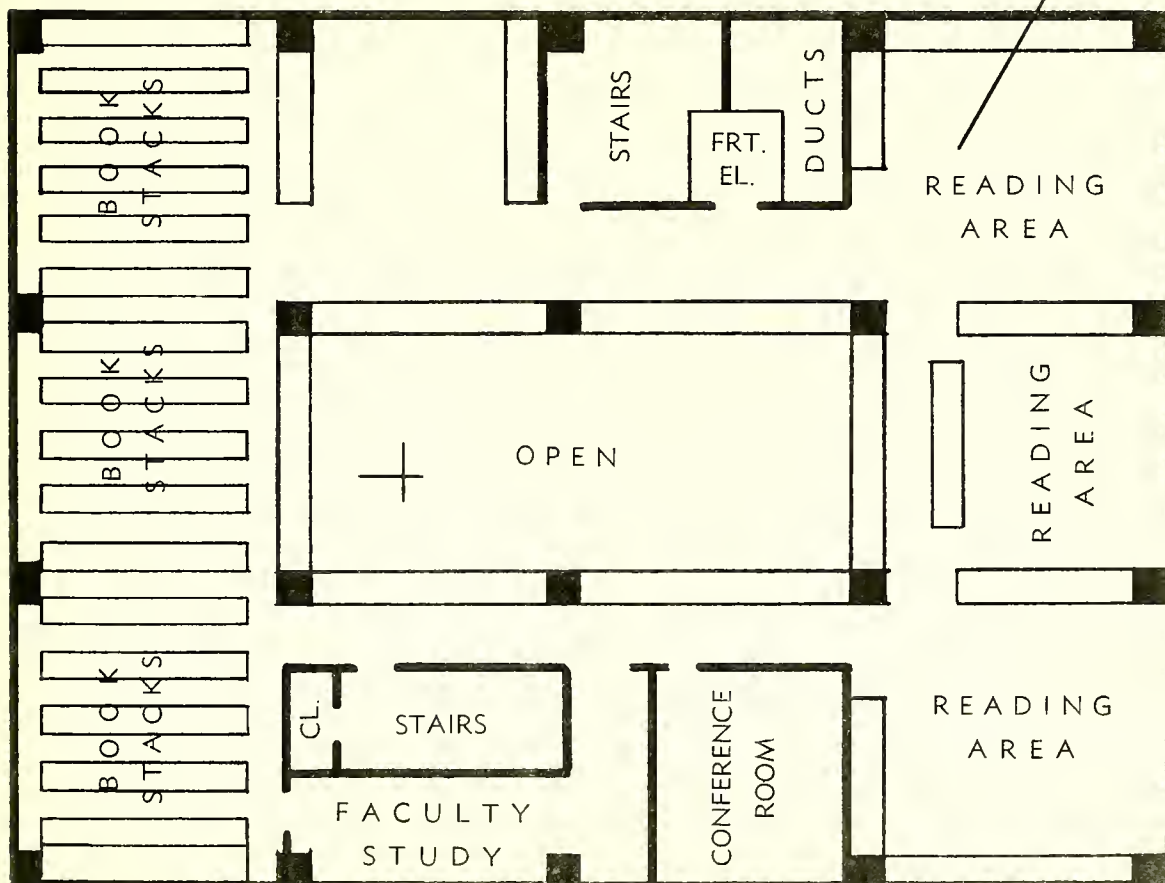
Music Library

Music scores and records are shelved in the Music Library in the northeast corner of the Vardell Building. A separate catalog is maintained there but scores are also listed in the main card catalog. Listening booths with earphones are available.





SECOND FLOOR



THIRD (Mezzanine) FLOOR

IV. CAMPUS ACTIVITIES



Academically-Related Activities

1. Academic Class Organization

Freshman, Sophomore, Junior, and Senior classes offer occasions throughout the year for social and service activities of such a nature as to identify students more closely with their fellow classmates. Each student, whether of the Class of '65, '66, '67, or '68, should be alert to announcements relative to meetings of your class and to give support to the class leaders who will be announced early in the fall.

For the guidance of all students, one's official academic classification is closely allied with his academic standing as provided for in the following extract from the official college catalog:

Senior class member upon completion of 90 semester hours with grades sufficient to result in an average of 2.0 on all work attempted.

Junior class member upon completion of 60 semester hours with grades sufficient to result in an average of 1.8 on all work attempted.

Sophomore class member upon the completion of 28 semester hours with grades sufficient to result in an average of 1.4 on all work attempted.

Freshman class member upon completion of admission requirements and with registration for no less than 12 semester hours during each semester.

Special students are those who register for less than 12 semester hours, or those who drop below 12 semester hours sometime after registration is completed as scheduled. Special students are not eligible to hold office, represent the college, or otherwise be recognized as a regular student unless specifically approved by the Faculty Executive Committee.

2. Academic Honors

The Dean's List recognizes superior achievement average each semester and is published soon after the end of the semester. To be included on the Dean's List, juniors and seniors must have a quality point average of 4.5 for the preceding semester, freshmen and sophomores a quality point average of 4.0.

The Honor Society at St. Andrews is composed of those juniors and seniors whose entire academic records have been outstanding. Members of the Honor Society are announced at a special Convocation each spring, and the requirements are patterned after Phi Beta Kappa, the national scholastic honor society. To be eligible, a student should have an overall quality point average of 5.0 on all his college work and have completed at least five semesters.

Student marshals are chosen each spring by the Faculty Executive Committee from those rising seniors who have the highest academic records in the class. The six men and six women with the highest quality point averages for their entire college career are normally selected. The Committee does take certain other factors into consideration, however, since the student marshals are called upon to act as ushers at Commencement and at a number of other events during the year. The man and the woman in the rising senior class with the highest quality point averages are designated chief marshals.

Who's Who Among Students annually includes approximately a dozen juniors and seniors from St. Andrews. They are listed in the national volume of WHO'S WHO IN AMERICAN UNIVERSITIES AND COLLEGES on the basis of their participation and leadership in academic and extracurricular involvements, their responsible citizenship in the campus community and their potential as leaders in society.

Ballots for nominating and rating students are provided all students and faculty in the fall and the final selections are made by a joint student-faculty committee. The announcement of students selected is made in the spring and they are presented at the annual awards night, featured in The Lance, and recognized in other appropriate ways.

3. Fine Arts, Music and Drama

For those who are interested in drama, the Highland Players provides opportunity for acting, staging, and other training and enjoyment throughout the year. Mr. Arthur McDonald and Mr. Carl Von Kleist are Sponsors for this group.

As a part of the total program of the Conservatory of Music, several groups lend much to the cultural life of St. Andrews. The Band, the Orchestra, the Mixed Chorus, and the Women's Chorus exemplify the opportunities for those with musical interests. In addition, a number of Senior Recitals and performances by members of the Conservatory faculty will be provided for the enjoyment of the College community. Mr. Lawrence Skinner and Miss Radiana Pazmor, Sponsors of the choral groups, and Mr. Franklin West, Sponsor of the band and orchestra, invite your expression of interest in these programs and groups.

Opportunity for expression of interest and talent in the area of Art is provided under the leadership of Mr. Jemison Hoskins. Highlighting this phase of St. Andrews are the exhibits which are presented throughout the year. You are invited to develop new skills and new interests in art as a part of your course of study or as leisure enjoyment.

The Concert-Lecture Series, open to all members of the College community, features outstanding speakers and entertainers from throughout the country. While freshmen are expected to attend a major portion of the programs as highlights of their first year, all students are urged to place each event in the series on their "must" calendar. Mr. McDonald is chairman of the committee and invites your suggestions. No additional charges are made for attending these events. College bus transportation to and from the Laurinburg National Guard Armory is provided.

1964-65 CONCERT-LECTURE SERIES

November 18, Wednesday - Sahomi Tachibana, Japanese Dancer

December 4, Friday - Walter Hautzig, Pianist

January 13, Wednesday - Richard Wilbur, Pulitzer Prize winning poet

February 5, Friday - Frans Reynders, Mime Artist

February 9, Tuesday - Harry Reasoner, Lecturer

April 13, Tuesday - Henry Steele Commager, Lecturer

April 15, Thursday - N. C. Symphony Orchestra

April 28, Wednesday - Antiqua Players

May 3, Monday - Zelma George, Sociologist

Non-Academic Activities

1. Activity Scheduling Procedures

Scheduling of programs, meetings, social events (parties, dances, banquets, picnics, etc.) and other functions may be arranged by students or student groups provided the proper form is completed by them and approved by the Office of Student Affairs. Both on-campus and off-campus activities by college sponsored or college related groups should be properly scheduled. Activity Scheduling Request Forms may be obtained from the Office of Student Affairs and must be approved a minimum of two weeks in advance for events open to the student body and one week in advance for other activities.

The following information is necessary in scheduling an activity:

- (a. Explanation of necessary financial arrangement, including the student groups' plans for financing the event.
- (b. Proposed contracts for services needed for event.
- (c. Location and tentative approval of facilities needed.
- (d. Names of two chaperones in case of social event.
- (e. Approval of plans by the College Sponsor or the Student Life Committee if the Sponsor is not available.

If funds to be disbursed from the College Business Office are involved, the following provisions must be adhered to:

- (a. A College Requisition, signed by the organization Treasurer and the group Sponsor, must be submitted to the Business Manager or his representative for issuance of the appropriate check(s); however, if the funds adequate to cover the full cost of the event have not been allocated in the organization budget, the student group President or Chairman, Sponsor, and Treasurer must appear before the Business Manager or his representative and make a Financial Note for any **difference** which may be involved. If a Contract for Services is involved, the same representatives must approve such contract prior to presentation of it to the Business Office representative.
- (b. No contracts for cash will be approved; and except for contracts with out-of-state parties for which Cashier's checks and Receipt of Payment forms may be used, all disbursements from the Business Office will be by regular College drafts.
- (c. A minimum of 72 hours (three days) must be allowed the Business Office for handling requisitions, contracts, or checks.
- (d. Subject to the approval of the Business Manager or his representative, purchases or commitment for expenses by individual students before or after authorization through the process of the requisition procedure may be permitted.
- (e. Any student who negotiates services or expenses without clearance as outlined above must assume full responsibility himself for any such commitment(s) he may have made or implied.

If College facility and/or equipment use are involved, the following provisions must be adhered to:

- (a. A College Requisition, signed by the organization Treasurer and the group Sponsor, must be submitted to the Business Manager or his representative for processing facility and equipment-use requests. Arrangements for necessary expense in facility preparation, equipment arrangement, supplies such as those needed for decorations and refreshments, and clean-up afterward must be included with the requisition.
- (b. If a special preparation order is necessary, no less than two weeks may be required for delivery.

In all other matters relative to social activities, the Dean of Students (and the Business Manager when funds or facility-use other than that of an obviously intended nature) or his representative will serve to review the request. In cases of conflict of interests,

the Student Life Committee will be the final authority subject to review by the President of the College. Special or called meetings of this Committee should not be expected to handle such cases; therefore, planning ahead will help protect the student group against the pressure of time should conflict or difficulties arise.

2. Advisors for Clubs and Organizations

Faculty Advisors to the legislative and judicial branches of student government (Senate, Honor Court), to the publications (The Lance, Lamp and Shield, Literary Magazine), and to the Student Christian Council are appointed by the Dean of the College upon recommendation by the Faculty Executive Committee. Faculty and administrative staff members on the Student Life Committee and on the Student Faculty Judiciary Committee are selected by the same procedure.

The Cabinet, Student Center Board and Inter-Dormitory Council advisors are representatives of the Dean of Students. A representative of the Physical Education Department serves as advisor to the Intramural Sports Council.

Faculty advisors or sponsors of social and department-related clubs and organizations are nominated by the groups and approved by the Dean of the College and the Dean of Students. Academic class sponsors are selected by class officers in consultation with the Dean of Students.

Student leaders should recognize that their group advisor/sponsor is their official liaison to the Administration and Faculty, and that each, in such capacity, needs to be counselled with and informed to assure mutual concern and support. Administrative and faculty leaders frequently ask the group advisor/sponsor whether he understands fully the plans being promoted by the student group. In the absence of such understanding, little support can be expected from the advisor/sponsor should the need for review or follow-up by an administrative or faculty agency become necessary.

Procedure for selection of faculty advisors is authorized by the St. Andrews Faculty By-Laws.

Advisors are members of the college faculty and staff who serve as official representatives of St. Andrews to voluntary student organizations or activities carried on by elected student leaders. Advisors' authority comes from the College while the student leaders' authority comes from the groups which selected them for leadership. Student leaders and advisors should be mutually concerned with helping the groups reach their immediate and long-range objectives as well as with enhancing the educational relevance of the activities and the goals of the College. The role of advisors may vary from year to year depending upon the effectiveness of student leadership. Their participation in organizations may at times be indirect and at other times direct.

Advisors and student leaders need to determine how much "advice" groups need in light of their history, the strength of their leadership and their goals. At times students will learn more through failure

than through manipulated success. Both advisors and student leaders should keep in mind that the rationale for the existence of student organizations on the campus is that they participate responsibly as a contributing part of the educational enterprise.

- (a. The advisor is able to assist in working out arrangements for meetings and providing information about the group's status and objectives and the policies and regulations of the College.
- (b. The advisor is able to suggest ways in which a group can work efficiently toward its objectives. Discussions about leadership-followship responsibility, good organization, developing plans for action and group work may be helpful.
- (c. The advisor is able to assume an educational function in helping to give direction to the program content of the group.
- (d. An advisor is able to work with student leaders to coordinate the activities of an organization with the policies and procedures established through the Office of Student Affairs. This means helping the group to keep informed about such policies and procedures and keeping the Office of Student Affairs or other administrative or faculty agency informed about the plans and programs of the group.

3. Chartering and Organizing Procedures

Any group wanting to organize should obtain a list of requirements for tentative approval from the Student Affairs Office, make a request (to Dean Morris) for an initial meeting and register the name of the "Temporary Chairman" or the one making the request for the initial meeting.

Requirements which must be met in order to obtain tentative approval include the following criteria:

- (a. Proposed name of organization
- (b. Statement of purposes, general and specific aims
- (c. List of students interested in organization
- (d. Name of Sponsor(s) who would represent the faculty in the affairs of the organization
- (e. Nature of plans for financing programs and operation of organization, and membership dues if any are to be charged
- (f. Any other information which would support application

A request for tentative approval as a campus organization should be presented to Dean Morris or Dean Hester for presentation to the Student Life Committee through the Activities and Standards Sub-Committee.

Application for a charter should be made after a minimum of three months and within six months after tentative approval. Give the information to Dean Morris who will present it to the Activities and Standards Sub-Committee. The sub-committee will make a recommendation about the application to the Student Life Committee who will then take action.

Charters are granted by the Student Life Committee. The basis for evaluation of the group's application includes:

- (a. Fulfilling of its stated purpose(s) and aim(s)
- (b. Presentation of Constitution and supporting data including financial report, charter members, attendance records, and projects accomplished.

Extension of tentative approval may be granted by the Student Life Committee if the club can offer valid reasons for delaying the application for its charter.

Charters shall be renewed annually by the Student Life Committee on the basis of a satisfactory report filed on or before May 1 of each year with the Secretary of the Student Life Committee. Forms for such a report will be provided by the Secretary at least one month previous. It will include the following data:

- (a. Information about the fulfillment of the purposes of the organization
- (b. Projects accomplished
- (c. Attendance record (number of meetings, average attendance per meeting)
- (d. Financial record, including a balance sheet
- (e. List of current officers and officers elected for the ensuing year

4. Christian Life Program

The Presbyterian Church in North Carolina has commissioned the authorities of St. Andrews to put Christ and His Church at the center of the entire college program. This is symbolized by the fact that the chapel will be located on a peninsula in the lake just off the causewalk so that a student going from one side of the campus to the other must pass the chapel. This is to remind him that Christ is at the heart of both our campus program and curriculum.

The Christianity and Culture program being at the center of our curriculum indicates an effort to show the impact which Christ and His cause have made upon Western civilization. In this course a student is confronted constantly with the past which religion in general, and Christianity in particular, have played in the development of our entire culture.

In the residence area, students are living in suites with twelve or fourteen students around a common living room where each is encouraged to live harmoniously, democratically, and creatively. In these two areas, that of curriculum and Christian living on campus, we are experimenting and we believe that the students will find excitement in helping to develop this program.

The Student Christian Council, representative of various student groups and denominations on campus, endeavors to be a vital organization on the campus and seeks to promote applied Christianity through varied programs which would make our faith relevant to the issues which confront each of us. Through service to others, as well as through religious services, our faith will become more relevant to these issues.

Churches of most major denominations are located in Laurinburg and its immediate vicinity. These congregations are ready and eager to include students of St. Andrews in their services and in denominational activities primarily for students. Sharing regularly in the activities of the churches of their respective choice is recognized as an important element for students in the overall process of Christian higher education being undertaken by St. Andrews. The churches of the community and immediate vicinity, particularly, undertake careful and comprehensive planning to give the student a vital place in their fellowships. And denominational groups, as a part of the overall program of the Student Christian Council, are encouraged to relate their interests to the various churches off-campus and on-campus when appropriate and complementary to the efforts and plans of the Council. Faculty and staff members, many of whom are Church representatives on campus, assist the Council and various denominational groups in their campus program plans, and work with officials of the various churches in promoting and expanding student relations with the churches off-campus.

Students will find a Church Directory, showing names of ministers and location of Laurinburg-area churches, listed below. Additional information as to other church officials, including college representatives, and regular and special meeting times, will be announced on bulletin boards about the campus from time to time.

Members of the Student Christian Council and Mr. Creighton Peden will be available to assist in matters relating to off-campus as well as on-campus religious life interests.

Directory of Laurinburg-area churches

The names and address of the Laurinburg area churches and the ministers are listed on the following page. We invite your regular attendance at the church of your choice.

BAPTIST:

East Laurinburg, East
Laurinburg
First, East Church St.
North Laurinburg

The Rev. D. C. Watkins
The Rev. Richard E. Price, Jr.
The Rev. Melvin Green

EPISCOPAL:

St. David's, Azure Court
and Church St.

The Rev. Christopher King Cole

METHODIST:

First, W. Church St.

The Rev. Dermont Reid

PRESBYTERIAN:

Church in the Pines,
Laurel Hill
Friendship, 500 E.
Covington St.
Laurinburg, W. Church
Street
Middleton Heights,
Perk St.
Pleasant View, Old
Lumberton Rd. & Blue St.
Trinity Presbyterian Church,
Old X-Way Rd.

The Rev. William Massey
The Rev. Howard Gilkeson
Dr. Albert N. Wells
The Rev. Howard Gilkeson
The Rev. Howard Gilkeson
The Rev. Douglas McArn

ROMAN CATHOLIC:

St. Margaret's Hall,
S. Main St.

Father Francis T. Connelly

OTHERS:

East Laurinburg Church
of God, Highway 74
Emanuel Holiness, Second
St.
East Laurinburg Pente-
costal Holiness, Sanford
Rd.
Laurinburg Pentecostal
Holiness, S. Main St.

The Rev. E. H. Miles
The Rev. B. Lynn O'Tuel
The Rev. M. O. Cannon
The Rev. George C. Cashwell

5. Clubs Currently Chartered

Nine departmentally-related and social service groups were awarded charters during the past year and several others were given tentative approval and will seek charters in the near future. Each student is encouraged to be active in one of the group-centered programs. Meeting times and places may be determined in the Office of Student Affairs. Qualifications for membership and information about the activities of each group may be secured by conferring with the President or Advisor.

Membership in the local, state and national organizations are unified in the St. Andrews Chapter. The purposes of the group include emphasis on developing competent and aggressive business leadership, creating interest in and understanding of business occupations, participating in projects for the improvement of business and community, and encouraging scholarship and school loyalty.

Radio Club - President.....James Moore
 Secretary.....Suzanne MacLeod
 Treasurer.....Sue Henderson
 Advisor.....Dr. David McLean

Objectives of the Club are to provide a place for students interested in the use of radio equipment, to operate and maintain a carrier-current broadcast station for the entertainment and enrichment of the student body and to provide opportunity for those interested in "ham" radio to obtain amateur licenses.

Sigma Lambda Gamma -
 President.....David McKinney
 Secretary-Treasurer.....Star Kinney
 Advisor.....Dr. Louis LaMotte

The Club seeks to promote interest in the study of life and culture of the ancient Greeks and Romans, to gain appreciation of the contributions in literature and culture and how they have influenced society, and to assist the Junior Classical League.

Student N. C. Education Association -
 President.....Harriet McCutchen
 Vice-President.....Carol Johnson
 Secretary.....Melissa McCoy
 Treasurer.....Trudy Dawkins
 Advisor.....Dr. John Daughtrey

Members of the St. Andrews Student NCEA become members of the National and North Carolina Associations by virtue of their membership locally. Purposes of the chapter are to develop among student teachers an understanding of the teaching profession, to give students experience in working together and to stimulate professional enthusiasm and high ethical conduct.

6. Publications

Numerous opportunities for those interested in journalistic and publication areas are provided at St. Andrews.

The Lance, a campus newspaper published every two weeks, requires news reporting and other help to be attractively and interestingly presented. Lonnie Mann, the Editor, invites your expression of interest and talent.

The Lamp and Shield, the yearbook, records memorable events and personalities of the year. Miss Lamp and Shield, selected in a campus-wide pageant sponsored by the yearbook staff, identifies a highlight in the social life of the College year. Trudy Dawkins is Editor of the annual and invites your suggestions and support.

7. Sports and Recreation

Varied programs under the auspices of the Department of Physical Education and Health are provided for the skilled as well as the non-skilled students. Intercollegiate athletics in tennis, basketball, baseball, golf, fencing, cross country, track, soccer and wrestling provide for active participation and for spectator enjoyment throughout the various sports seasons. "Try-out" dates for those interested as participants in intercollege competition will be announced by Mr. Hackney and his coaching staff. The programs are open to all students and no athletic scholarships are offered.

Intramural sports, including team, dual, and individual competition in a wide range of activities and games, are provided for your leisure hour enjoyment. Included in this year-long program are: touch football, basketball, volleyball, softball, track, bowling, table tennis, badminton, shuffleboard, horseshoes, archery, tennis, golf, and bait and fly casting. Announcements relative to the formation of teams and the schedule of events will be released by Mr. Hackney and his staff.

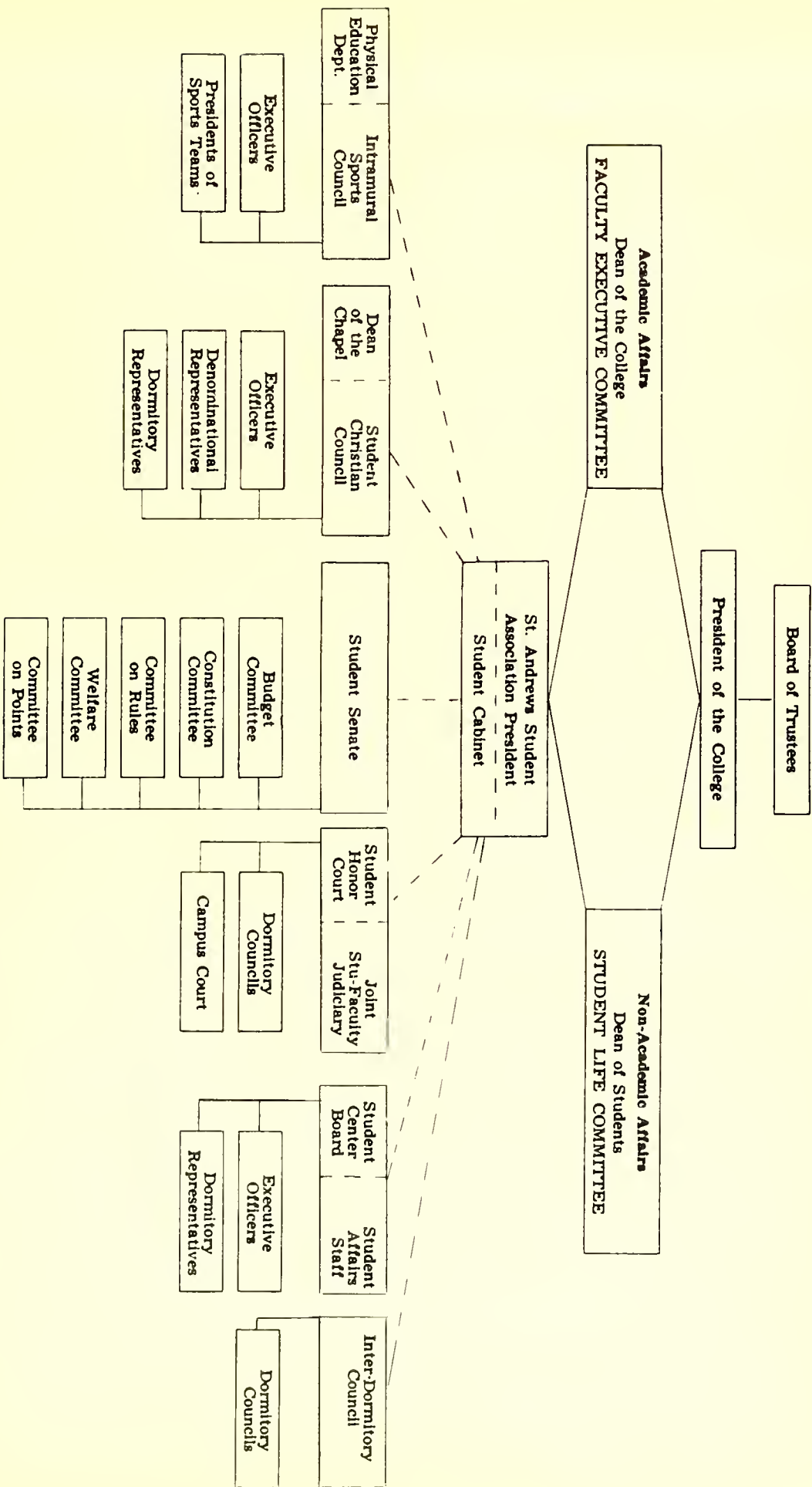
Leading the spirit and enthusiasm needed by participants in the intercollegiate athletic programs are the St. Andrews Cheerleaders. Whether a member of that group or merely a spectator, each student is urged to be seen and to support the College teams both in victory and in defeat.

St. Andrews has membership in the NAIA and is a charter member of the new Dixie Intercollegiate Athletic Conference.

V. ST. ANDREWS STUDENT ASSOCIATION



ORGANIZATIONAL CHART OF THE ST. ANDREWS STUDENT ASSOCIATION



Practical Pointers on Parliamentary Procedure

The motions or points listed below, 1 through 9, are in order of precedence.

In other words:

SIDE ONE

- A. When anyone of them is pending, you cannot introduce one that is listed BELOW it.
B. You can introduce one that is listed above it.

YOU WANT TO:	YOU SAY:	May You Interrupt Speaker To Make This Motion?	Is A Second Necessary?	Is The Motion Debatable?	Can This Motion Be Amended?	Is Vote Required? What Percent Required?
1 Adjourn	I move we adjourn	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
2 Recess	I move we recess until . . .	No interruption permitted	A second is necessary	Not debatable	Amendable	Majority vote required
3 Register a complaint	Point of privilege, Mr. Chairman . . .	Yes, you may interrupt	No second needed	Not debatable (any RESULTING motion IS debatable.)	Not amendable	No vote required (Chair decides)
4 Suspend further consideration of a matter (To Table)	I move we table this matter	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
5 End discussion or further debating of a matter	I move the previous question	No interruption permitted	A second is necessary	Not debatable	Not amendable	Two-thirds vote required
6 Postpone consideration of a matter	I move we postpone this matter until . . .	No interruption permitted	A second is necessary	Debatable	Amendable	Majority required
7 Have further study on a matter	I move we refer this matter to a committee	No interruption permitted	A second is necessary	Debatable	Amendable	Majority vote required
8 Amend a motion	I move this motion be amended to read . . .	No interruption of speaker permitted	A second is necessary	Debatable	Amendable	Majority vote required
9 Introduce a matter or business (A primary motion)	I move that . . .	Cannot interrupt speaker	A second is necessary	Debatable	Amendable	Majority vote required

THESE ARE GENERAL POINTS, PROPOSALS AND MOTIONS AND HAVE NO ORDER OF PRECEDURE OVER ONE ANOTHER. YOU MAY INTRODUCE ANY ONE OF THEM AT ANY TIME, EXCEPT:

SIDE TWO

- A. When Motion To Adjourn Is Pending
B. When Motion To Recess Is Pending
C. Point Of Privilege Is Pending

YOU WANT TO:	YOU SAY:	May Speaker Be Interrupted To Make This Motion?	Is A Second Required?	Is Motion Debatable?	Can This Motion Be Amended?	Is Vote Required? What Percent Required?
1 Object to error in procedure or to a personal affront	Point of Order	May interrupt speaker	No second	Not debatable	Not amendable	No vote required, Chair decides
2 Request for information	Point of Information	If urgent and to the point	No second	Not debatable	Not amendable	No vote required
3 Verify voice vote by taking actual count	I call for a division of the house	No interruption permitted BUT division must be called by Chairman before new motion can be made	No second	Not debatable	Not amendable	No vote required UNLESS someone objects THEN majority required
4 Object to consideration of a matter you consider improper or undiplomatic	I object to consideration of this question	May interrupt speaker	No second required	Not debatable	Not amendable	Two-thirds vote required against consideration
5 Take up a matter which has been previously tabled	I move we take from the table	May not interrupt the speaker	Must be seconded	Not debatable	Not amendable	Majority required
6 Reconsider something already disposed of	I move we reconsider our action relative to . . .	May interrupt the speaker for record only. (Business at hand takes precedence)	Must be seconded	Debatable IF original motion was debatable	Not amendable	Majority required
7 Consider something out of its scheduled order	I move we suspend the rules and consider . . .	May not interrupt the speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
8 Note on a ruling of the chair	I appeal the chair's decision	May interrupt speaker	Must be seconded	Debatable IF original motion was debatable	Not amendable	Majority vote required

Organization of the Student Association

Students enrolled at St. Andrews Presbyterian College are members of a Christian academic community concerned with the total development of every person in the community. The Board of Trustees, through the administration and the faculty, extends to this academic community the opportunity of organizing into a student association for the purposes of developing programs and procedures conducive to self-direction and self-discipline.

The successful operation of this government depends upon the mature acceptance of both the privileges and responsibilities involved. The basic challenge in student government is that of continuing the experiment for development of maximum responsible Christian citizenship through the active and wise participation of every student in the election of capable student leaders, in the sharing of ideas and efforts in student government programming, and in carrying out the plans and activities of the Student Association.

The Student Cabinet, with the President of the Association as the presiding officer, gives executive leadership in the government structure. The Cabinet is made up of the four executive officers of the student body, one of which is the Vice-President who presides over the Senate; the Chief Justice or Chairman of the Honor Court; and the Presidents of the Inter-Dormitory Council, the Intramural Sports Council, the Student Center Board, and the Student Christian Council.

The Honor Court has the overall judicial authority and responsibility for implementing the Honor System. The Inter-Dormitory Council coordinates and supervises inter-dormitory activities. The Intramural Sports Council is responsible for providing a broad program of recreational activities for the students. The Senate is the legislative voice of the student body. The Student Center Board coordinates and supervises the activities held in the Center and elsewhere when related to the Board's program. The Student Christian Council is concerned with the religious activities of the students.

Inter-School Student Government Associations

While the Student Association is not at this time a member of any association of college student governments, St. Andrews is considering membership in the Southern Universities Student Government Association, an association of over 70 Southern colleges and universities. SUSGA is a non-political association and exists solely for the benefit of member schools. The organization has recently expressed interest in expanding its operations into the state of North Carolina, and St. Andrews was represented at the 1964 SUSGA Annual Conference, held in Biloxi, Mississippi. The Student Cabinet has recommended to the Senate that St. Andrews petition the Executive Committee of SUSGA for membership, and a bill authorizing such action is under study of the Senate.

Constitution of the Student Association

Preamble

We, the students of St. Andrews Presbyterian College, acting under the authority granted by the Board of Trustees, through the administration and the faculty, in order to achieve an effective and harmonious student government, and to delineate the rights and duties of the individual and the group in matters pertaining to student life, do ordain and establish this constitution.

ARTICLE I. Name

This organization shall be known as the St. Andrews Student Association, hereinafter referred to as the Association.

ARTICLE II. Membership

Every student enrolled at St. Andrews Presbyterian College is a member of the Association and shall be subject to its Constitution, By-Laws, and Regulations.

ARTICLE III. Executive Officers

The executive officers of this Association shall be a President, a Vice-President, a Secretary, and a Treasurer.

ARTICLE IV. Qualifications of Executive Officers

SECTION 1. The President and the Vice-President of this Association shall be members of the incoming Senior Class. Each shall have an overall scholastic average of 1.5* and shall have served at least one semester on the Senate, the Honor Court, or the Student Cabinet.

SECTION 2. The Secretary and the Treasurer shall be members of the incoming Junior or Sophomore Classes. Each shall have an overall scholastic average of 1.5 and shall not be president of any other campus organization during his tenure of office.

ARTICLE V. Duties of Executive Officers

SECTION 1. The President shall:

- a. Be the official representative of the Student Body.
- b. Call and preside over all meetings of the Cabinet and the Association.
- c. Appoint such committees and fill such positions as are necessary for the operation of the Association, with the consent of the Senate unless otherwise specified in this Constitution.
- d. Be a member of the Student Cabinet and the Student Life Committee.

SECTION 2. The Vice-President shall:

- a. Assume the duties of the President in his absence or at his request, and assume the full duties if for any reason the President must vacate his office.
- b. Be a member of the Student Cabinet and the Senate.
- c. Call and preside over all meetings of the Senate.

* See Note, page V-13

SECTION 3. The Secretary shall:

- a. Prepare the minutes of the meetings of the Association and of the Cabinet.
- b. Post in the Student Center the minutes of the Association and the Cabinet within one week following the meeting.
- c. Maintain a permanent record of all minutes.
- d. Communicate all decisions and recommendations of the Association and of the Cabinet to the Office of the Dean of Students for appropriate action on behalf of the College.
- e. Handle all of the correspondence of the Association and of the Cabinet.

SECTION 4. The Treasurer shall:

- a. Maintain a permanent record of all financial transactions of the Association.
- b. Formulate a budget for the coming year in consultation with the Student Cabinet and present this budget to the Senate for action.
- c. Make semi-annual reports to the Association and quarterly reports to the Senate.
- d. Consult with the Business Manager of the College regarding disbursements.
- e. Submit the Treasurer's books to the Business Office to be audited once per semester and/or at the request of this office.
- f. Be a member of the Student Cabinet.

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ARTICLE VI. The Student Cabinet

SECTION 1. The Student Cabinet is the executive body within the Association.

SECTION 2. Membership

It shall be made up of the Association President, Vice-President, Secretary, Treasurer, and the Presidents of the Honor Court, the Inter-Dormitory Council, the Intramural Sports Council, the Student Center Board, and the Student Christian Council. A representative from the Dean of Students will serve as faculty advisor.

SECTION 3. If a member has more than one unexcused absence from a regular meeting, he will be dropped from membership in the Cabinet. Requests for permission to be absent shall be submitted in writing to the President of the Cabinet prior to the time of meeting; exceptional cases will be given individual consideration.

SECTION 4. Duties

- a. The Cabinet shall make recommendations to, ask opinions of, and receive reports from the Faculty Executive Committee, Student Life Committee, and all other student-related bodies.
- b. The Cabinet shall receive and act upon resignations from all elected and appointed positions of the Association and shall fill such vacancies as occur during the academic year except in its own body.
- c. The Cabinet shall receive and present to the proper authority petitions of the student body or student groups.

- d. The Cabinet shall review legislations passed by the Senate and accept or reject them. If accepted, send to the Student Life Committee; if rejected, return to the Senate for revision or for passage by two-thirds of all Senators. Bills passed thusly by two-thirds majority will be sent directly to the Student Life Committee.
- e. The Cabinet shall be responsible for implementation of legislation approved by the Student Life Committee.
- f. The Cabinet shall be the coordinating agency for campus activities at an executive level.
- g. The Cabinet shall make recommendations to the President of College for Student representatives to the Concert-Lecture Series Committee.
- h. The Cabinet shall prepare and administer a budget adopted by the Senate in accordance with funds allocated.

ARTICLE VII. The Senate

SECTION 1. The Senate is the legislative body of the Association.

SECTION 2. Membership

- a. The Membership of the Senate shall include the Vice-President of the Association, the President of each class, three senators elected from each class by the class itself, a representative from each dormitory, who will be elected in the spring by the prospective residents of the dormitory, three non-resident students, who will be elected by non-resident students, and two faculty advisors selected in keeping with the procedures provided for in the College By-Laws.
- b. A President pro tempore, a Secretary, and a Parliamentarian shall be elected at the first session of each new Senate. The President pro tempore shall be a member of the Student Life Committee.

SECTION 3. Meetings

- a. At its first meeting after election the Senate shall establish the time of its monthly meeting.
- b. Meetings of the Senate will normally be open to all students.
- c. The President of the Senate, the President pro tempore, or the President of the Student Cabinet on petition by no less than five senators may call special meetings with 24-hour notice to all members.
- d. The President of the Senate, or the President pro tempore, and a faculty advisor may cancel a regular meeting by signed notice.

SECTION 4. If a member has more than one unexcused absence from a regular meeting, he will be dropped from membership in the Senate. Requests for permission to be absent from Senate meetings shall be submitted to the President of the Senate in writing prior to the time of the meeting; exceptional cases will be given individual consideration.

SECTION 5. Duties

- a. The Senate has the right to consider all questions of student welfare and general student interest.
- b. The Senate shall pass legislation which will be referred to the Student Cabinet.
- c. The Senate shall consider recommendations from the Cabinet and adopt a budget for the Association, and authorize any expenditures necessary outside the budget.
- d. The Senate shall appoint such committees as shall become necessary for the operation of the business of the Senate.
- e. The Senate shall fill any vacancies which occur in the Student Cabinet.
- f. The Senate may impeach any officer of the Association by a two-thirds vote.

ARTICLE VIII. Dormitory Councils

SECTION 1. The Dormitory Council is the student body responsible for the general welfare of the students in a particular resident hall.

SECTION 2. Each Dormitory Council is composed of the president and the section leaders of the resident hall.

- a. The section leaders will be appointed by the Dean of Students after considering a list of suggestions from the outgoing dormitory council.
- b. The president will be elected in the spring by prospective residents of the dormitory.
- c. The vice-president and secretary will be chosen by the dormitory council from its own membership.
- d. The Resident Directors shall serve as advisors for the councils.

SECTION 3. Duties

The Dormitory Council, in cooperation with the Resident Director, is charged with the general welfare of the students in the resident hall. This Council shall:

- a. Enforce the dormitory regulations.
- b. Submit for review by the Honor Court a record of action taken in all cases involving infractions of dormitory regulations.
- c. Report to the Honor Court the cases of students who have reached the 20-merit deduction limit.
- d. Report to the Honor Court or Campus Court any cases beyond its own jurisdiction.
- e. Review cases of those students who have reached the 10-merit deduction limit.

ARTICLE IX. Inter-Dormitory Council

SECTION 1. The Inter-Dormitory Council is the student body responsible for the general welfare of all resident students and serves as the coordinating body of inter-dormitory activities and programs.

SECTION 2. The Inter-Dormitory Council is composed of the president of the dormitories who meet regularly with a representative of the Dean of Students. The president of the body will be chosen by the Dormitory Presidents from its members.

SECTION 3. Duties

This Council shall:

- a. Consider problems common to all resident halls.
- b. Make recommendations to the Senate regarding desired changes in dormitory regulations.
- c. Codify and publish the regulations as approved.
- d. Coordinate and supervise inter-dormitory activities and report offenses to the campus court for action.

ARTICLE X. The Honor Court

SECTION 1. The Honor Court is the major student judicial body of the Association.

SECTION 2. The membership of the Honor Court shall be:

Two members from the Senior Class, two members from the Junior Class, one member from the Sophomore Class each with an over-all scholastic average of 1.5. One man and one woman from the faculty and administration will serve as advisors to the Honor Court.

SECTION 3. The Honor Court shall elect its President from the Junior and Senior members.

SECTION 4. Jurisdiction

The Honor Court shall:

- a. Review reports from the dormitory councils.
- b. Hear the cases of students who have reached the 20-merit limit.
- c. Hear appeals from the campus court and dormitory councils.
- d. Establish a campus court with the approval of the Senate which shall hear any offenses, including parking and traffic violations, not specified to be handled by the dormitory council or the Student-Faculty Judiciary Committee. One man and one woman from the faculty and administration will serve as advisors.

ARTICLE XI. The Student-Faculty Judiciary Committee

SECTION 1. The Student-Faculty Judiciary Committee is the major judicial body representing the students, faculty, and administration of St. Andrews, with its actions subject to review by the President of the College.

SECTION 2.

- a. The membership of this body shall be composed of the elected members of the Student Honor Court, three faculty members selected in keeping with the procedures provided for in the College By-Laws, a representative of the Dean of Students, and the Faculty Advisor or other faculty representative of the student being heard serving, ex officio, as the fifth faculty-administrative member.
- b. The President of the Student Honor Court will serve as chairman of the joint committee. All members will have the privilege of voting.

SECTION 3. Jurisdiction. The joint committee shall:

- a. Hear all cases which may involve the penalties of probation, suspension and expulsion.
- b. Hear all cases involving the following offenses: Falsifying, Cheating, Stealing, Gambling, Hazing, and Drinking or possession of alcoholic beverages while under the jurisdiction of the College.

ARTICLE XII. Appeals

SECTION 1. A student shall have the right to appeal decisions of the Dormitory Council or Campus Court to the Honor Court.

SECTION 2. A student shall have the right to appeal decisions of the Honor Court to the Joint Student-Faculty Judiciary Committee.

SECTION 3. Decisions of the Joint Student-Faculty Judiciary Committee may be appealed to the President of the College.

SECTION 4. A student who wishes to reopen a case is required to give notice of appeal within twenty-four hours after the case has been considered.

ARTICLE XIII. Intramural Sports Council

SECTION 1. The Intramural Sports Council is the student body which serves to coordinate and promote recreational and athletic activities.

SECTION 2. The membership of the Intramural Sports Council shall be composed of a President, Vice-President, Secretary, Treasurer, and the Presidents of the recreational sports teams. A representative of the physical education department will serve as faculty advisor. The President, Vice-President, Secretary, and Treasurer shall be elected in a general election and the team presidents shall be elected by the individual teams.

SECTION 3. The Intramural Sports Council is responsible for providing a broad program of recreational activities for the students.

SECTION 4. The President and Vice-President of this Council shall be members of the incoming Junior or Senior Classes. They shall have an overall scholastic average of 1.5. These officers shall have served at least one semester on the Council.

SECTION 5. The Secretary and Treasurer shall be members of the incoming Sophomore or Junior classes. They shall have an overall scholastic average of 1.5.

SECTION 6. Freshman team Presidents who do not achieve a 1.0 average during the first grading period will no longer be eligible to hold office.

SECTION 7. If a member has more than one unexcused absence from a regular meeting, he will be dropped from membership in the council. Requests for permission to be absent shall be submitted in writing to the President of the council prior to the time of the meeting; exceptional cases will be given individual consideration.

ARTICLE XIV. The Student Center Board

SECTION 1. The Student Center Board functions through the Office of Student Affairs in establishing guidelines and programs of activities and services which will serve the general welfare of the campus community.

SECTION 2. The membership of the Student Center Board shall be composed of a President, Vice-President, Secretary, Treasurer, and one representative from each dormitory, and a day student appointed by the Cabinet. The staff of the Office of Student Affairs will serve as advisors. The President, Vice-President, Secretary and Treasurer shall be elected in a general election, and the dormitory representatives shall be elected by the respective dormitories. Representatives from the freshman dormitories shall be elected in the fall.

SECTION 3. The Student Center Board shall serve as the coordinator and supervisor of the activities sponsored by the Student Board.

SECTION 4. The President and Vice-President of this board shall be members of the incoming Junior or Senior Class. They shall have an overall scholastic average of 1.5. These officers shall have served at least one semester on the board or one of its committees. The Secretary and Treasurer shall be members of the incoming Sophomore or Junior Classes. They shall have an overall scholastic of 1.5.

SECTION 5. Any Freshman representing a dormitory who does not achieve a 1.0 average during the first grading period will no longer be eligible to hold office.

SECTION 6. If a member has more than one unexcused absence from a regular meeting, he will be dropped from membership in the Board. Requests for permission to be absent shall be submitted in writing to the President of the Board prior to the time of meeting; exceptional cases will be given individual consideration.

ARTICLE XV. The Student Christian Council

SECTION 1. The Student Christian Council coordinates campus religious activities and promotes Christian citizenship.

SECTION 2. The membership of the Student Christian Council shall be composed of a President, Vice-President, Secretary, Treasurer, one representative from each dormitory, and the President of each official denominational organization. A member of the faculty will serve as Faculty Advisor. The President, Vice-President, Secretary and Treasurer shall be elected in a general election; the dormitory representatives shall be elected by the respective dormitories; and the denominational representatives shall be elected by the respective denominational groups.

SECTION 3. The Student Christian Council has the responsibility for providing students opportunities to enrich their Christian faith and to relate their faith to life both on and off campus. It is further concerned with ways and means of developing and undergirding campus citizenship.

SECTION 4. The President and Vice-President of this Council shall be members of the incoming Junior or Senior Classes. They shall have an overall scholastic average of 1.5. These officers shall have served at least one semester on the Council.

SECTION 6. Any Freshman on the Council who does not achieve a 1.0 average during the first grading period will no longer be eligible to hold office.

SECTION 7. If a member has more than one unexcused absence from a regular meeting, he will be dropped from membership in the Council. Requests for permission to be absent shall be submitted in writing to the President of the Council prior to the time of meeting; exceptional cases will be given individual consideration.

ARTICLE XVI. Student Life Committee

SECTION 1. The Student Life Committee, with the Dean of Students, serves as the point of reference for students in non-academic matters.

SECTION 2. Membership

- a. Student members shall be the Student Association President, the President pro tem of the Senate, the editors of the Lamp and Shield and The Lance, and five additional representatives, one of which must be from each of the four academic classes. The additional representatives shall be nominated by the Student Cabinet and approved by the Senate; however, at least four of the student members shall be from each sex.
- b. Faculty/Administrative membership on the Student Life Committee shall be the Dean of Students, who shall serve as chairman, one representative from the staff of the Dean of Students, who shall serve as Vice-Chairman and Secretary, and seven additional representatives from the Faculty and Administration to be selected in keeping with the procedures provided for in the College By-Laws.

SECTION 3. Duties

- a. General supervision of student life is exercised by the Administration and Faculty through the Student Life Committee, a joint group of students, faculty, and administrative officials serving in cooperation with the Dean of Students.
- b. The committee is responsible for giving clearance to non-academic matters referred to it by the Student Cabinet on behalf of other student government and student body groups, for recommending policy decisions for consideration by the President of the College or his authorized representative, and for approving operational guidelines of various councils, boards, and groups.
- c. The committee is responsible for resolving conflicts between groups concerned with non-academic affairs of students, to rule on interpretations relative to non-academic matters provided for in the Handbook for Students, and to serve as a hearing body for questions which may be referred to it for discussion or action, making recommendations to the President of the College for consideration by him or his appointed representative.
- d. The Committee is responsible for referral of its approved decisions to the proper student government groups for appropriate follow-up and for further action on matters brought to it by the Dean of Students on behalf of the faculty and administration.
- e. The Student Life Committee shall be responsible for announcing and carrying out general and special elections as may be needed to maintain a full complement of officers in the Student Association as provided for in the Association Constitution. The Committee shall serve as the final authority for matters pertaining to elections and shall work jointly with the Student Cabinet in selection of nominees to be placed on the official ballot, except that self-nominations and write-in candidates meeting announced qualifications will be approved.
- f. The Student Life Committee serves as the responsible body for development of policies and procedures necessary for a total program of student publications, including the annual and newspaper, subject to review by the President of the College.

SECTION 4. Meetings.

- a. At its first meeting the Student Life Committee shall establish the time and place of its regular meetings.
- b. Special meetings shall be called by the Dean of Students, by the President of the College, or by petition of no less than three student members and three faculty-staff members when presented to the President of the College or to the Dean of Students.
- c. A quorum for official meetings of the Committee shall be no less than ten, including no less than four students and four faculty-staff members.

SECTION 5. Absences

Members absent more than once without excuse shall be subject to removal by the Dean of Students following consultation with the President of the College and with the President of the Student Association.

ARTICLE XVII. The Faculty Executive Committee

The Faculty Executive Committee, with the Dean of the College, serves as the point of reference for students in academic matters and interpretations relative to academic requirements. Questions from students or student groups pertaining to academic affairs should be directed to the Dean of the College for proper handling or referral.

ARTICLE XVIII. Amendments

SECTION 1. The amendments to the Constitution may be initiated in two ways by members of the Student Association:

- a. The Senate may pass upon the amendment and present it to the Association as a body for approval.
- b. By presenting a petition to the President of the Association signed by at least fifty students, the members of the Association may exercise the initiative.

SECTION 2. The desired amendment shall be presented to the Association within two weeks after submission, posted in the Student Center for two weeks, and immediately voted upon. A two-thirds majority of those voting shall be necessary for an amendment to be adopted. Subject to the approval of the Student Life Committee and the President of the College, the amendment shall immediately become a part of this Constitution.

Note: Nothing in this Constitution or other guides included or developed for inclusion in this handbook shall preclude the privilege of the Board of Trustees or its chief executive officer to suspend or cause to be adjusted any of the provisions or guides when such adjustment or amendment may serve the best interests of the College.

The Constitution in this section was copied as it appeared in the 1963-64 Handbook. Grade point average requirements stated in this section should be doubled to make them consistent with the new method of determining quality points.

By-Laws

1. Orientation Committee

- a. An Orientation Committee of six members, three men and three women representing the rising upperclasses, shall be appointed by the Student Cabinet in consultation with the Dean of Students to work with the Pre-Registration Orientation of new students and with the On-going Orientation Programs of new students and upperclassmen.
- b. This committee shall formulate ways and means for effective orientation of students in keeping with the total college orientation plans.
- c. A Chairman and a Co-Chairman shall be designated, with one being from the men and one from the women members of the committee.
- d. The Chairman and Co-Chairman shall be students who plan to attend the College Summer Session and will be awarded Summer Resident Assistantships to work with the residence programs during the summer as well as to assist with completion of orientation plans for the ensuing academic session.

2. Handbook Committee

- a. There shall be appointed by the Student Cabinet in consultation with the Dean of Students a committee of six members, three men and three women representing the upperclasses to receive recommendations relative to revisions of the Handbook for Students.
- b. This committee shall receive recommendations relative to provisions of the handbook, formulating editorial statements for consideration by the proper student, faculty, and administrative authorities.
- c. A Chairman and a Recording Secretary shall be designated, with one being from the men and one from the women members of the committee.
- d. The Dean of Students or his appointed representative shall serve as Advisor(s).

3. Point System Committee

- a. There shall be a Point System Committee of six members, three men and three women representing the rising upperclasses, appointed by the Senate to establish guides, subject to approval by the Senate, and to oversee adherence to requirements established for holders of offices in the Student Association and allied organizations.
- b. This committee shall evaluate annually the points of each office, and report changes in this system to the Senate.
- c. This committee shall receive lists from each organization head no later than October 1 for the fall semester and March 1 for the spring semester of the officers, standing committee chairmen and other members, for proper evaluation. Such heads shall report to the committee all changes in personnel which may occur during the semester.

- d. This committee shall report to the Student Cabinet the names of all students and their organizations and offices having excessive points and who may fail to maintain the proper academic or personal records, except that in the case of members of the Student Cabinet, the Committee shall make its report to the Senate for replacement.
- e. This committee shall interpret its guides and shall authorize any short-term exceptions when in its judgment such exceptions may be justified. The Student Life Committee shall be the final source of authority for questions or appeals which may arise relative to this committee.
- f. It shall be the responsibility of the student concerned to determine whether he is eligible for any office being sought to which nominated, or being held, and to notify the Point System Committee within one week after ineligibility because of academic or personal reasons. Failure to report such ineligibility will result in automatic dismissal from the office(s) as well as constitute an Honor Court offense.
- g. The Assistant Deans of Students will serve as Advisors.

4. Class Organization

- a. Each academic class shall elect a President, a Vice-President, and Secretary-Treasurer to represent it in all matters of concern to the class except when the class delegates specific authority and responsibility to a standing or special committee.
- b. The President shall call and preside over class meetings as required or as requested by a class officer, a College Dean or Sponsor, or by a petition of ten or more members of the class.
- c. The President shall serve as class representative to the Senate.
- d. The President, Vice-President, and Secretary-Treasurer shall appoint standing and special committees as needed to carry out the business of the class. The Vice-President shall be ex officio member of each committee with voting privileges.
- e. Each class shall have an organizational meeting prior to October 15 and at least one additional meeting during the month of February. The Student Cabinet shall call the first meeting and announce the temporary presiding officer.
- f. There shall be a Faculty Sponsor for each class selected from among the full-time Faculty by class officers in consultation with the Dean of Students prior to November 1. The Sponsor shall be the official representative of the College in all matters relating to the class.
- g. Each class may select patrons from within or outside the College Faculty, subject to approval by the Dean of the College, the Dean of Students, and the official Sponsor.

5. Nominations

- a. The Student Cabinet shall prepare a basic list of eligible nominees for all Association offices in keeping with approved standards and needs announced by the Student Life Committee.

- b. The Student Cabinet and other approved sub-committees shall assist the Student Life Committee in carrying out general and special elections.

6. Elections

- a. Election of Association officers for the ensuing year will take place during the period of March 1 to April 15, with dates of special elections to be announced by the Student Life Committee no less than one week in advance of the election date.
- b. Voting privilege in general elections shall be extended to all members of the Association, or to the constituency concerned.
Voting privilege in special elections shall be extended to those concerned and eligible as provided for in the operating codes of the respective student groups or organizations.
- c. Installation of Association officers selected in the general election in the spring shall take place no later than the last week in April unless postponed because of run-off elections. Any changes or postponement of election dates will be announced by the Student Life Committee through the Student Cabinet.

7. Quorum

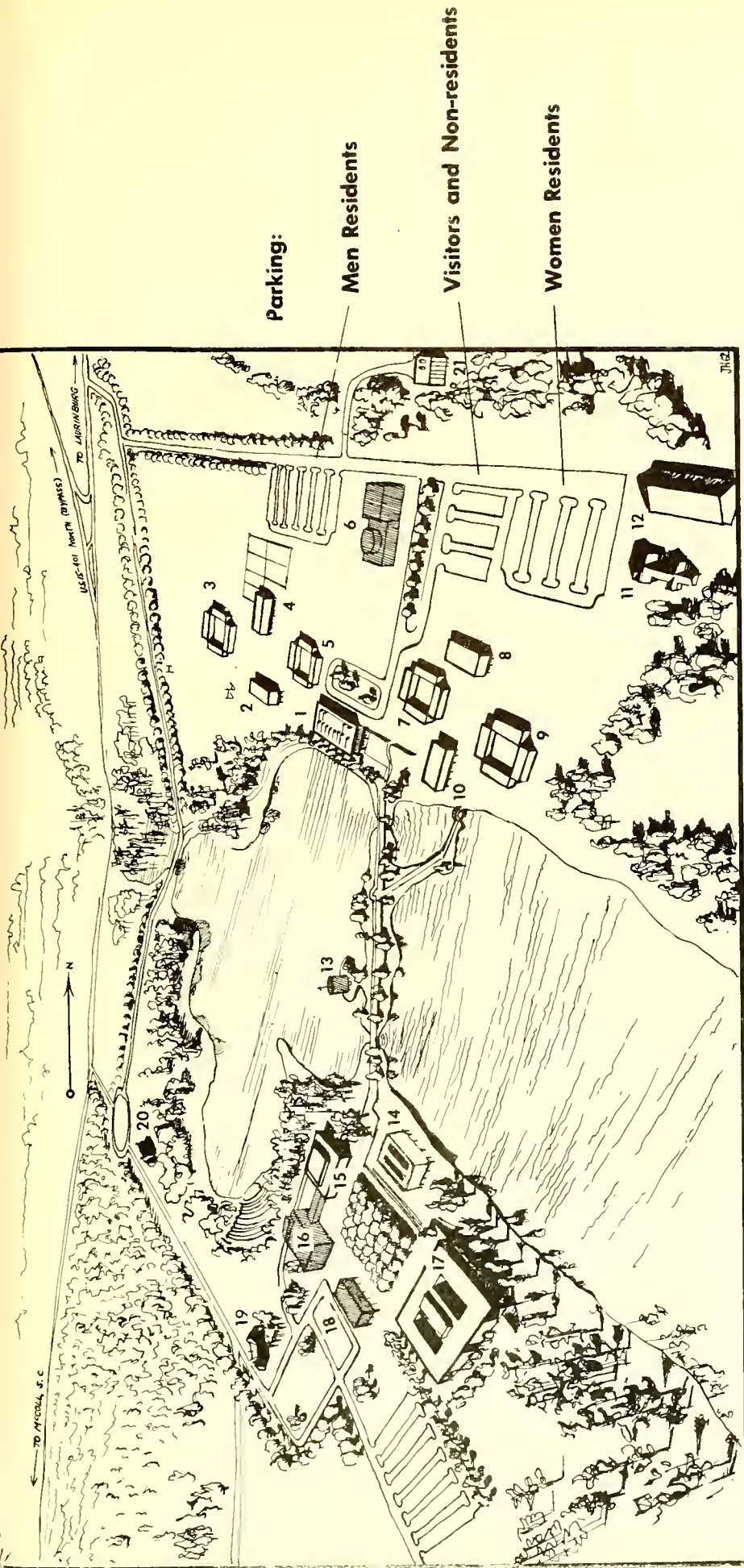
- a. In order to transact any business in an Association organization, a quorum shall be present. A quorum shall be a majority of those entitled to vote. The Student Life Committee shall announce other quorum numbers where larger representation is desired by a particular group or a smaller number as may be desired for executive action.
- b. Unless otherwise provided for, all questions of order shall be decided by Robert's Rules of Order, Revised.

8. Amendment

- a. By-Laws may be amended by a majority vote of those present and voting, provided a quorum is present and provided, further, that no larger quorum be established.
- b. Amendments are subject to approval by established procedure and the effective dates shall be those announced by the Dean of Students on behalf of the Student Life Committee or the President of the College.
- c. Amendments initiated by student groups are to be presented to the Student Senate for review and action in open meeting of the Senate. Approved items are to be referred to the Student Cabinet for its review and recommendations to the Student Life Committee.

VI. GENERAL INFORMATION





KEY TO BUILDINGS

1	Student Center
2	Mecklenburg Hall
3	Kings Mountain Hall
4	Winston-Salem Hall
5	Orange Hall
6	Proposed Physical Education Plant
7	Albemarle Hall
8	Concord Hall
9	Granville Hall
10	Wilmington Hall
11	Health Center
12	Physical Education Offices and Temporary Gymnasium
13	Proposed Chapel
14	DeTamble Library
15	Music Conservatory
16	Proposed Auditorium
17	Liberal Arts and Science Building
18	Proposed Administration Building and Guidance Center
19	Guidance Center
20	College House
21	Power Plant

Office Locations

Admissions and Registrar's Office	17
Business Office	17
Dean's Office	17
Dean of Students' Office	17
Development Office	17
President's Office	17
Student Affairs Office	1
Student Store and Post Office	1

Hail, St. Andrews!

Words by Donald F. and
Robert MacDonald
In stately tempo

Tune: "Maighceanan na h' Airidh"
Traditional Scots Gaelic Air
arr. by MacDonald

1. Hail to thee our Al-ma Ma-ter! Bold thy Banner wav-ing o'er us!
2. Hail, all hail to thee St. An-drews May thy cour-age be un-bend-ing.



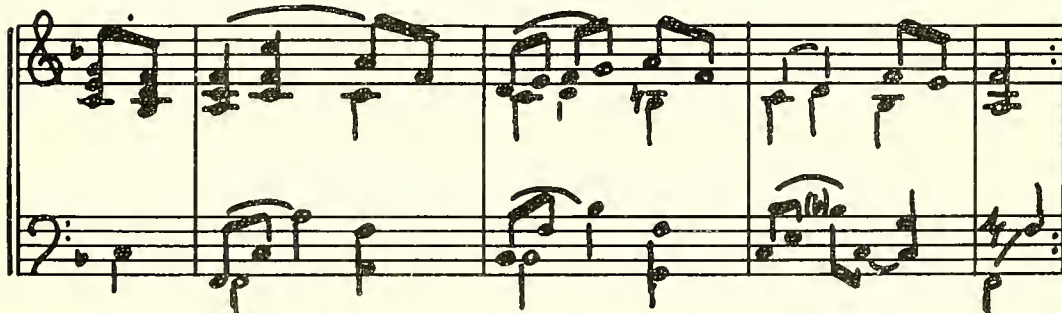
Let each loy-al son and daugh-ter proud-ly stand and raise the cho-rus:
Guid-ed by His migh-ty hand whose loving mer-cy knows no end-ing.



From old Sco-tia's lof-ty lands to Ca-ro-lin-a's gen-tle plain--
With thy sal-tire raised be-fore us-- cross of white and field of blue--



Now thy no-ble name, St. An-drews -- Ev-er glor-ious shall re-main!
we pro-claim thy faith vic-tori-ous -- and thy vis-ion ev-er true!



Note: "Hail, St. Andrews!" is recognized as a possible alma mater, with its adoption or replacement by another school song dependent primarily upon its popularity and use over a period of time. This song was declared the winning entry in a school song contest during the 1962-63 session, being entered by Robert MacDonald and Donald F. McDonald, the former associate at that time with the St. Andrews Conservatory of Music.

St. Andrews Identification Card

Prior to academic registration, each student will be issued a Name Card showing his name, residency, and classification. This card, issued upon arrival to resident students only, serves not only for identification but also for admission to the Student Center cafeteria service. It must be worn until registration is completed (and later, if desired, to help others become better acquainted with you).

During the Orientation process, each student...resident and non-resident...will be issued an Identification card. It is to be in the possession of the student at all times and will serve the following primary purposes:

1. Required for admission to college-sponsored activities.
2. Required for admission to college cafeteria service if resident.
3. Required for proper identification as a student of St. Andrews if requested by an official of the college.
4. Will assist in proper identification off-campus when needed.

Each holder of a St. Andrews Identification card is personally responsible for proper use of his or her card as indicated above, and is subject to appropriate disciplinary action if mis-used. The cards are NOT TRANSFERABLE and remain the property of the College to be returned to the Business Office at the time of withdrawal from school. Withdrawal will not be complete until the Identification card is returned to that office.

Lost, illegible, or mis-placed cards are to be reported to the Office of Student Affairs immediately. A replacement will be provided at a nominal charge.

St. Andrews Safety and Security Plan

Several assumptions are stated to provide basic understanding of the total safety and security program of the College, with particular reference to various emergency situations which might be anticipated.

Disasters

1. Flooding: Geographical location is such that danger from general flooding would be negligible. Localized flooding may occur but will not endanger the living area of the campus.

2. Severe weather disturbances: Hurricane or tornado type storms are likely to produce some damage to buildings but type of construction precludes serious or sustained damage to occupants.
3. Earthquake: Frequency of occurrence in this area and the type of buildings are factors which minimize danger to personnel.
4. Fire: Fire resistant construction of buildings localizes fire damage to contents only. Fire hazard can be limited to the immediate proximity of origin.
5. War: Two major considerations are identified in this category.
 - a. Conventional high explosives. Any extent of damage cannot be predicted unless the campus becomes a prime target.
 - b. Nuclear effects. This area is not considered to be a prime target nor is it considered to be sufficiently close to any prime target to receive direct effect from a nuclear attack; therefore, in this plan, consideration will be given only to radioactive fallout.

Resources for Safety and Security

1. Housing: Adequate facilities exist for all personnel under conditions of natural disaster. The second floor of three-story buildings, corridors, laundry rooms, storage rooms, and baths offer the most protection for campus personnel from nuclear fallout until decontamination measures have been completed. Total protection for all conceivable conditions does not exist. Single-story dormitories and buildings and the top floor of the multi-story dormitories do not offer sufficient protection from nuclear fallout unless appropriate decontamination measures have been completed.
2. Feeding: Kitchen and food service areas offer sufficient protection from most natural and man made disasters. Limited operation during nuclear fallout may be sustained consistent with radiation dosage levels as determined by monitoring teams. Ample area exists for emergency storage of non-perishable and canned foods. External damage to power lines can severely curtail or even stop cooking until service is restored. Ample storage space in multi-story dormitories exists for emergency rations for a two week period.
3. Power: Internal power distribution systems are considered amply protected from most man-made and natural disasters. External power sources are subject to sabotage or external damage and are not within the control of the college.

4. Water: Ample supply of protected water exists for the college. Also, emergency water supply is available if needed.
5. Sewage Disposal: Sewage disposal is adequate even under extreme conditions.
6. Communication: External resources include telephone, radio, and TV and should be adequate. Internal resources include telephone and messenger.

Organization and Administration

1. The President of the College has designated the College Business Manager as the Director of Safety and Security at St. Andrews. Emergencies should be brought to his attention for proper follow-up and instructions.
2. The Campus Engineer is responsible to the Business Manager for placing proper safety and security plans in effect and for coordinating the details as called for in the appropriate plan. Instructions from the Business Manager or the Campus Engineer will govern all college operations during emergencies as outlined herein.
3. The President of the Student Association, with the assistance of the Vice-President of the Association, will notify all residence hall presidents of any declared emergency by the Business Manager or the Campus Engineer with instructions as to the proper plan to follow.
4. Residence Hall presidents will notify Student Resident Assistants of the announced emergency plan and will cause the plan to be carried out as instructed.
5. A Radiation Monitoring Team will be appointed by the Business Manager and the Campus Engineer to serve in monitoring radioactive fallout and other emergency capacities as primary assistants to the Campus Engineer.

Communication System

1. Telephone: During the normal work day the switchboard operator will notify all phones on campus of the emergency situation as directed by the Business Manager or the Campus Engineer. During off duty hours, the Campus Engineer or the Business Manager will be notified of emergency state and they will notify the President and Vice-President of the Student Association to set the proper plan in effect.

2. Messenger service: Upon the announcement of an emergency situation, the President and Vice-President of the Student Association will designate members of the Student Senate to act as messengers for the Campus Engineer as requested, and unless otherwise instructed, will stand by in their assigned sections.

Emergency Plans

1. Plan A - Natural and Man-Made Disasters (Except Nuclear Fallout)
 - A. Upon receipt of alert on emergency situation, dormitory presidents will assemble all personnel residing within their respective dormitories and review measures to be taken in accordance with announced plan.
 - B. Resident Student Assistants will supervise members of their sections in carrying out the provisions of the announced plan.
 - C. Faculty and staff on duty will be advised of the emergency situation by the Academic Dean.
 - D. Tornado: Seek immediate shelter in permanent building or depression until danger has passed. The Campus Engineer or Business Manager will announce passing of danger.
 - E. Earthquake: Evacuate buildings immediately, if possible; otherwise, seek shelter in doorways or under tables and desks.
 - F. Fire: Notify Residence Director (or Student Resident Assistant on duty in her absence). The director (or assistant) should call the Laurinburg Fire Department if needed, and the Campus Engineer, Campus Security Officer, and Business Manager. There are fire extinguishers in all buildings that should be used advisedly in keeping with instructions from the Campus Engineer. These extinguishers are for fires only and any other use will result in disciplinary action as well as leave the area for which the extinguisher is provided without essential protective instruments. The Residence Director and Residence Hall President of the house concerned should call for building evacuation of the students if in their judgment it is necessary following calls for help from the fire department or other officials so notified.
 - G. Hurricane: The Campus Engineer or Business Manager will announce the threat of a hurricane. When the hurricane is approximately three hours away, the Campus Engineer or Business Manager will place emergency plan into effect:

- a. Close all windows and latch securely.
Close exterior doors and latch as necessary to prevent free swinging.
- b. Prepare to occupy and remain in quarters for an indefinite period.

When hurricane is approximately one hour away, all outside activity must cease and all personnel except as authorized by the Business Manager or Campus Engineer are to go to and remain in their quarters.

- a. Non-resident personnel should join residents in one of the permanent resident buildings.
- b. All personnel stay away from glass enclosed areas.

2. Plan B - Nuclear Effects

- A. Campus Engineer (or Business Manager) will receive notification of a nuclear attack through established Civil Defense channels.
- B. Campus Engineer (or Business Manager) will notify the President and Vice-President of the Student Association, and officials of the College, of the nuclear attack and advise them of measures to be taken.
- C. Campus Emergency Team (Radiation Monitoring Team) will assemble at the pre-arranged place with the Campus Engineer to check out equipment and necessary supplies.
- D. The Campus Engineer maintains check on emergency equipment and decontamination materials and provides direction for its proper use.
- E. Students are to collect minimum personal necessities and clothing and prepare to move to designated shelter areas when so instructed. Personal supplies needed are:
 - At least one blanket.
 - Raincoat and wet weather footwear.
 - Minimum toilet articles and comfortable clothing.
 - Reading material, playing cards and games.
- F. When notified by Resident Student Assistant on instructions from the Campus Engineer or Business Manager, occupants of single story dormitories and top floors of the multi-story dormitories are to move out to designated areas.
 -Female personnel will move to the second floors of Concord and Wilmington halls.
 -Male personnel will move to the second floors of Winston-Salem and Mecklenburg halls.

All personnel will stay away from exterior walls and windows to the maximum extent possible and will remain in corridors, storage rooms, stairways, and baths until notified otherwise. Movement outside of buildings after entry into emergency shelter area will be prohibited to all personnel except designated messengers and members of the Campus Emergency Team (Radiation Monitoring Team). The Campus Emergency Team (Radiation Monitoring Team) will enforce decontamination of authorized traffic prior to re-entry into shelters. Evacuation of medical emergencies will be handled in accordance with the medical evacuation plan as announced by the College Physician.

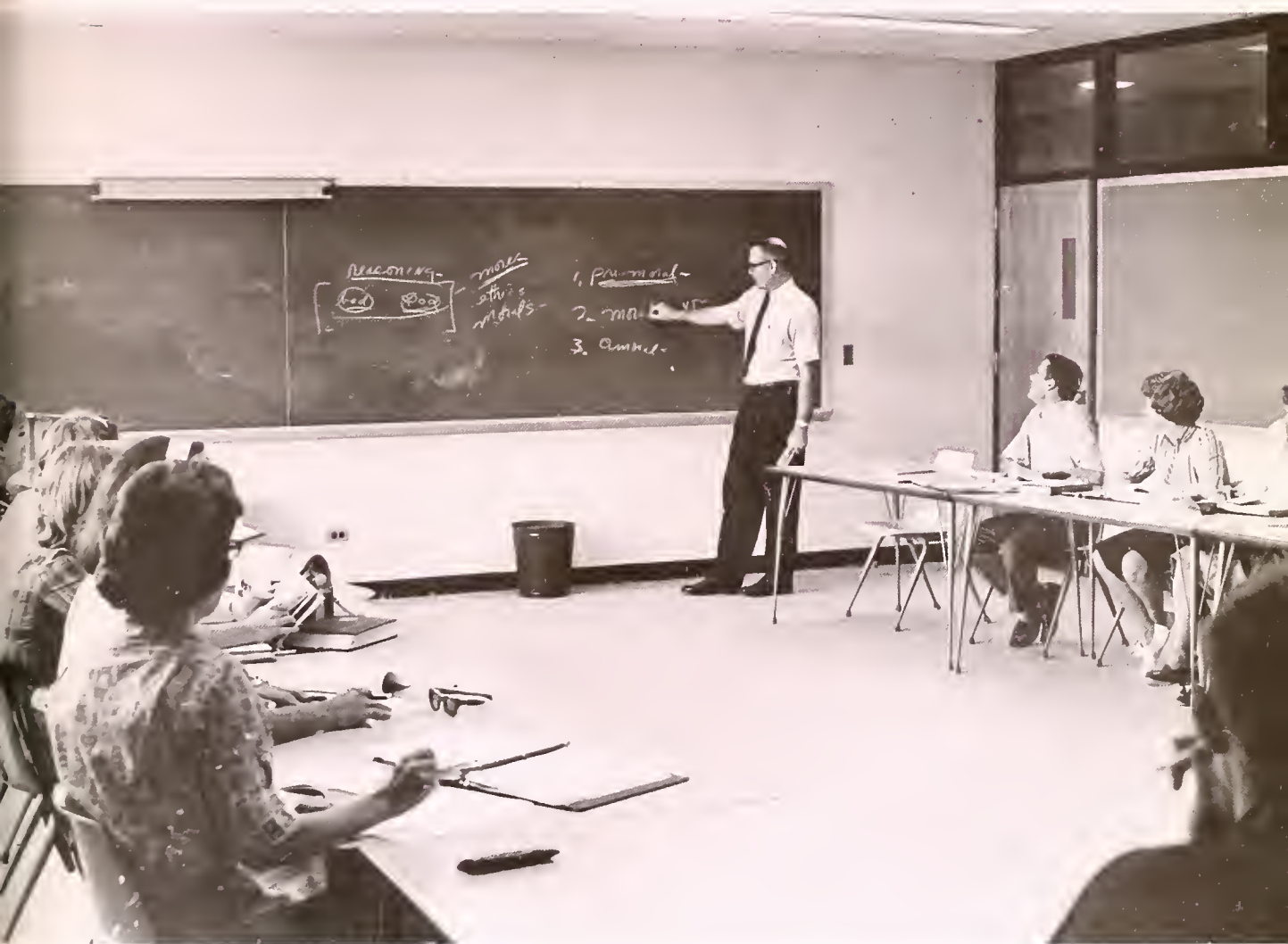
- G. Decontamination: The Campus Engineer will direct all such activity consistent with radiation levels and the materials available.

3. Plan C - Other Emergencies

Since other emergencies or near-emergency conditions may arise from time to time, the Business Manager or Campus Engineer will serve as the point of referral and source of instructions for plans of action to properly protect the well-being of campus personnel and property.

These two officials of St. Andrews, along with the College Security Officer who reports to the Campus Engineer as a part of the functions residing with the Business Manager, are well versed in emergency measures and the resources available for meeting such situations. It will be more expeditious and less confusion if suspected or impending emergencies be reported directly to one of these officials for evaluation and proper follow-up.

VII. ACADEMIC PROGRAM PLANS AND WORKBOOK



Advisee-Advisor Relationships in Program Planning

While a student at St. Andrews Presbyterian College, there always will be a member of the faculty who is designated as your advisor. His time and advice are available in helping you to plan your schedule or to discuss any aspect of college life, academic or personal, which may be puzzling you.

Learn to know your advisor well; you will find him congenial, and genuinely concerned that you formulate adequate goals for yourself, and that you succeed in whatever you undertake. It is not his responsibility to solve your problems for you; rather, he will attempt to explore with you the possible courses of action, and to suggest sources of information which will help you to make an intelligent choice.

Your conferences with him may take place in his office, in the Student Center, or in other appropriate places; and they may range in importance from a purely social chat to a discussion of an urgent academic, religious, or financial problem. It is your advisor's job to make some of his time available for you when you need and desire it, and it is his job to "go to bat" for you if you should need help, since he is the faculty member who will know you best and is most directly interested in helping you to reach appropriate goals you have set for yourself.

Each student and his advisor have regular advisory periods established weekly for the convenience of both advisee and advisor. Only one of the Deans, with recommendation of the Faculty Advisor, may approve a change which would have this period scheduled regularly for another purpose. It should be remembered that advisees would be wise to arrange appointments ahead of time either for the regular advisory period or for some other convenient time to assure an early meeting when a conference is needed. Section II of this handbook lists the regular weekly advisory period with alternate periods for chapel and class assemblies.

It may happen that either you or your advisor may come to feel that your own best interests will be better served by some other advisor. Where there appears to be adequate reason for change, either the student or the advisor may request that a change be effected in the Office of the Dean of Students if the student is a freshman or a first-semester sophomore. If the student is classified as a second-semester sophomore or above, his advisory change must be processed in keeping with the major field application card available in the Office of the Dean of the College.

Normally, the advising assignment made at the time of a student's arrival for new student orientation continues until the second half of the spring semester of the sophomore year. At that time you will select an academic area in which you wish to specialize or major during your two remaining years. Application is made to the chairman of the academic division in which you have interest for permission to major in that division, and, upon being accepted, some faculty member in that division will be designated as your new advisor.

The major field advisor has all of the functions and responsibilities of a counselor and, in addition, can give you more specialized assistance in your field, including discussion of vocational opportunities open to you after college.

The Student Record Section

This section of the student handbook is an unofficial but vital record of your work at St. Andrews Presbyterian College. By keeping it complete and up-to-date, it will grow in importance to you with each year at college, and you will have available, at a glance, a compiled record of the progress you have made in all areas and the requirements still to be met in pursuit of your academic goal. A well-kept record of grades, quality points, absences, agreed upon changes in course plans, will save you and your advisor valuable time and will minimize confusion and worry for you. It will enable your advisor to grasp your situation immediately and more accurately without his having to question you at length and delay you unnecessarily.

Make all of the entries in this workbook in ink, and bring the handbook with you whenever you confer with your advisor about your academic program; your advisor is not permitted to approve your proposed schedule of courses without it. Do not make any entries in these records until you are certain of their accuracy. If in doubt, discuss the question with your advisor first.

You should become thoroughly acquainted with the contents of this "academic road-map" as well as other sections of the student handbook as soon as possible. It is prepared for you in loose-leaf fashion in order that inserts may be facilitated as corrections or additions are necessary. You will have need for these materials from time to time throughout your enrollment at St. Andrews. Keep and protect it because additional copies will cost you money and time.

Testing and Test Records

At various times during your stay at college, you will be asked to take certain standardized tests which are required of all students. These tests are given primarily so that you may understand better your own strengths and weaknesses, and can make your academic and vocational plans accordingly. In no case are they the basis for grades, or for any action affecting your status as a student.

From time to time you may desire to seek additional information about your strengths and weaknesses. The Presbyterian Guidance Center, located in the southwest section of the campus, possesses numerous guidance materials and tests which are available to you without additional charge. The staff personnel in the guidance center and the College Counselor in the Student Center will assist you to secure such materials, to have further testing, to interpret test results, and to order highly specialized tests you may desire but which are not on hand. For such special tests, of course, the student will be charged; however, the service of the counseling staff is provided without additional charge.

You should make appropriate notes in this academic record workbook of the tests, test results, and points of interpretation if desired for future reference and thought. And, similar records from your high school might be recorded herein also for quick reference.

The academic record section of the student handbook is a new idea which has been developed to aid the student as well as the faculty advisor. Your careful use of it, and suggestions for its improvement, should prove to be invaluable in the years ahead.

Suggestions should be made to Dean Decker who has developed and coordinated preparation of this portion of the handbook.

PROGRAM CHART

First Year 196_-196_

FIRST SEMESTER		Mid Sem.	Sem.	Hrs.	O.P.	Absences	Enter Date
C & C	6 hrs.						
English	3 hrs.						
Math	3 hrs.						
For. Lang.	3 hrs.						
Phy. Ed.	1 hr.						
TOTALS							

ADVISOR'S SIGNATURE--MID SEMESTER _____

ADVISOR'S SIGNATURE--SEMESTER _____

ACADEMIC WARNING _____ REMOVED _____

ACADEMIC PROBATION _____ REMOVED _____

DEAN'S LIST _____

SECOND SEMESTER		Mid Sem.	Sem.	Hrs.	O.P.	Absences	Enter Date
C & C	6 hrs.						
English	3 hrs.						
Math	3 hrs.						
For. Lang.	3 hrs.						
Phy. Ed.	1 hr.						
TOTALS							

ADVISOR'S SIGNATURE--MID SEMESTER _____

ADVISOR'S SIGNATURE--SEMESTER _____

ACADEMIC WARNING _____ REMOVED _____

ACADEMIC PROBATION _____ REMOVED _____

DEAN'S LIST _____

SUMMARY FOR YEAR

SUMMER SCHOOL

SEMESTER HOURS ATTEMPTED _____ SEMESTER HOURS ATTEMPTED _____

SEMESTER HOURS PASSED _____ SEMESTER HOURS PASSED _____

QUALITY POINT RATIO _____ QUALITY POINT RATIO _____

COLLEGE _____

PROGRAM CHART

Second Year 196_-196_

FIRST SEMESTER		Mid Sem.	Sem.	Hrs.	O.P.	Absences	Enter Date
C & C	6 hrs.						
Science	4 hrs.						
Phy. Ed.	1 hr.						
TOTALS							

ADVISOR'S SIGNATURE--MID SEMESTER _____

ADVISOR'S SIGNATURE--SEMESTER _____

ACADEMIC WARNING _____ REMOVED _____

ACADEMIC PROBATION _____ REMOVED _____

DEAN'S LIST _____

SECOND SEMESTER		Mid Sem.	Sem.	Hrs.	O.P.	Absences	Enter Date
C & C	6 hrs.						
Science	4 hrs.						
Phy. Ed.	1 hr.						
TOTALS							

ADVISOR'S SIGNATURE--MID SEMESTER _____

ADVISOR'S SIGNATURE--SEMESTER _____

ACADEMIC WARNING _____ REMOVED _____

ACADEMIC PROBATION _____ REMOVED _____

DEAN'S LIST _____

SUMMARY FOR YEAR

SUMMER SCHOOL

SEMESTER HOURS ATTEMPTED _____ SEMESTER HOURS ATTEMPTED _____

SEMESTER HOURS PASSED _____ SEMESTER HOURS PASSED _____

QUALITY POINT RATIO _____ QUALITY POINT RATIO _____

COLLEGE _____



PROGRAM CHART

Third Year 196 -196

FIRST SEMESTER		Mid Sem.	Sem.	Hrs.	O.P.	Absences	Enter Date
C & C	3 hr						
TOTALS							

ADVISOR'S SIGNATURE--MID SEMESTER _____

ADVISOR'S SIGNATURE--SEMESTER _____

ACADEMIC WARNING REMOVED

ACADEMIC PROBATION	REMOVED
--------------------	---------

DEAN'S LIST _____

SECOND SEMESTER		Mid Sem.	Sem.	Hrs.	O.P.	Absences	Enter Date
C & C	3 hrs.						
TOTALS							

ADVISOR'S SIGNATURE--MID SEMESTER _____

ADVISOR'S SIGNATURE--SEMESTER _____

ACADEMIC WARNING REMOVED

ACADEMIC PROBATION REMOVED

DEAN'S LIST

SUMMARY FOR YEAR

SUMMER SCHOOL

SEMESTER HOURS ATTEMPTED		SEMESTER HOURS ATTEMPTED
--------------------------	--	--------------------------

SEMESTER HOURS PASSED	SEMESTER HOURS PASSED
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QUALITY POINT RATIO	QUALITY POINT RATIO
1	1
2	2
3	3
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5	5
6	6
7	7
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100	100

COLLEGE

PROGRAM CHART

Fourth Year 196__19c

FIRST SEMESTER	Mid Sem.	Sem.	Hrs.	O.P.	Absences	Enter Date
C & C 3 hrs.						
TOTALS						

ADVISOR'S SIGNATURE--MID SEMESTER _____

ADVISOR'S SIGNATURE--SEMESTER _____

ACADEMIC WARNING _____ REMOVED _____

ACADEMIC PROBATION _____ REMOVED _____

DEAN'S LIST _____

SECOND SEMESTER	Mid Sem.	Sem.	Hrs.	O.P.	Absences	Enter Date
C & C 3 hrs.						
TOTALS						

ADVISOR'S SIGNATURE--MID SEMESTER _____

ADVISOR'S SIGNATURE--SEMESTER _____

ACADEMIC WARNING _____ REMOVED _____

ACADEMIC PROBATION _____ REMOVED _____

DEAN'S LIST _____

SUMMARY FOR YEAR	SUMMER SCHOOL
SEMESTER HOURS ATTEMPTED _____	SEMESTER HOURS ATTEMPTED _____
SEMESTER HOURS PASSED _____	SEMESTER HOURS PASSED _____
QUALITY POINT RATIO _____	QUALITY POINT RATIO _____
	COLLEGE _____

 SUMMARY SEMESTER HOURS AND QUALITY POINTS

FIRST YEAR

SEMESTER HOURS ATTEMPTED _____

SEMESTER HOURS PASSED _____

QUALITY POINT RATIO _____

 SECOND YEAR

SEMESTER HOURS ATTEMPTED _____ TOTAL SEMESTER HOURS ATTEMPTED _____

SEMESTER HOURS PASSED _____ TOTAL SEMESTER HOURS PASSED _____

QUALITY POINT RATIO _____ CUMULATIVE QUALITY POINT RATIO _____

 THIRD YEAR

SEMESTER HOURS ATTEMPTED _____ TOTAL SEMESTER HOURS ATTEMPTED _____

SEMESTER HOURS PASSED _____ TOTAL SEMESTER HOURS PASSED _____

QUALITY POINT RATIO _____ CUMULATIVE QUALITY POINT RATIO _____

 FOURTH YEAR

SEMESTER HOURS ATTEMPTED _____ TOTAL SEMESTER HOURS ATTEMPTED _____

SEMESTER HOURS PASSED _____ TOTAL SEMESTER HOURS PASSED _____

QUALITY POINT RATIO _____ CUMULATIVE QUALITY POINT RATIO _____

 TOTAL

SEMESTER HOURS ATTEMPTED _____

SEMESTER HOURS PASSED _____

QUALITY POINT RATIO _____

EMPLOYMENT RECORD

List here the various jobs you are holding and have held while in school.

FIRST YEAR

<u>Employer</u>	<u>Hours Per Week</u>	<u>Year Employed</u>

SECOND YEAR

THIRD YEAR

FOURTH YEAR

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FACULTY ADVISER AIDS

(Supplement for Student Handbook)

BASIC ADVISORY-ORIENTATION PROGRAM FOR STUDENTS ST. ANDREWS PRESBYTERIAN COLLEGE

The commitment of any institution, particularly one in the business of Christian higher education, would be unreasonably limited if major emphasis lacked concern for the emotional, moral, social and physical as well as intellectual growth and well-being of each student. Such concern must be continuously evident in the process of admission, during college living and learning together, and in helping students find their places in the world of men and things upon graduation. A key portion of such concern for student well-being resides with the advisory program.

At St. Andrews, emphases in advisory relationships focus upon student-faculty conferences, group discussions with the adviser and advisees, and social settings in which concomitant learning has unlimited potential. For new students, the faculty adviser serves in a "sponsor" relationship; that is, the Faculty Adviser, particularly for first year students, accepts concern and responsibility for advisory relationships with each student in his stead whether concerns at hand be primarily intellectual, emotional, or otherwise.

A. Faculty as Key Leaders

St. Andrews recognizes that highly trained counselors for direct contact with each of its students is beyond its means. It recognizes, with greater importance, that a faculty concerned with the total well-being of students is a most essential element for high-quality educational undertakings. Therefore, structure for student advising places emphasis upon the teaching faculty, with the Deans as sources of referral, overall coordination, and resources for specialized data. Assisting the Deans, and individual faculty advisers directly or indirectly as desired, are a College Counselor and the staff members of the Presbyterian Guidance Center. College Physicians, Residence Directors, Ministers, and Psychiatrists with whom off-campus relationships are established, are among other resources available to assist with advisory relationships. Such referrals is urged through the College Counselor.

While primary advisory-orientation emphases are placed upon the needs of and concerns for new students with the Dean of Students as coordinator, a similar program of advisement is carried on by Major Field Advisors under the supervision of the Dean of the College with emphasis at that point primarily with academic advising, with personal matters generally requiring only secondary or occasional attention.

B. Resource Materials

With the "Arrival and Orientation Schedule for 1964," the following, then, provides the basic guides for advising students. Advisory data referred to, as well as other materials needed by Faculty Advisers for new students will be provided through the Office of the Dean of Students in a "New Student Advisory Folder" for each adviser. These guides, with supplementary data from the Dean of the College and the Registrar, will assist the Major Field Adviser in his Adviser-Advisee relationships.

C. Basic Advisory-Orientation Guides

1. Initial Concerns to New Student Advisers.

Frequently unexpressed by new students, such questions as "Why am I in College?" "Why was St. Andrews selected?" "Am I ready for college?" and "What is necessary for me to succeed?" must be faced sooner or later. If ours is to be an educating relationship, orientation as to the opportunities and the obligations here, helpful advice as to the choices to be made, and concern for the student with all his personal assets and shortcomings challenge the patience and wit of the adviser. Boy-girl relations, any financial set-back at home, unbreakable apron strings, or careless instructors may, in effect, be the causative factor in a student's failure to recite or to write at the level of competence expected. Misplaced emphasis or concentration on the wrong areas may actually be the crux when lack of motivation is suspected, just as rejection by peers or a success complex may actually be the crux when questionable values in personal conduct are suspected. The cause is not so discernable as the effect or symptom; but, if we are to educate we must identify the causative factors which create tensions and delay or retard learning. The earlier such clues can be identified, the better chance we will have for educational productivity and for a minimal mortality among first and second year students.

To aid the Faculty Adviser to work effectively with his advisees, both in isolating potential problems which lead to drop-out, indifference, or dissatisfaction, and toward increasing educational productivity, several fundamental characteristics of the advisory program plan are established. These are:

- a. New student adviser-advisee ratio is kept to 1-12 as a maximum wherever possible in the first year advisory plan.
- b. First-year advisory assignments are retained for greatest continuity through the first semester of the second year, with changes early in the spring semester as a part of the process involved with approval for major field study.
- c. Division Chairmen are assigned New Student Transfers, regardless of the student's academic classification, for advising until major field choices and degree plans are approved.
- d. Advisers, when assigned, become the central figure for acquaintance with advisee problems and progress. Such data as will become a part of the adviser's resources for counseling are:
 - (1. Admissions' data. Copies of such relevant materials as personal background, high school record, Board scores will be available to Faculty Advisers prior to the arrival of advisees.
 - (2. Supplementary Personal Data. On special forms provided by the Dean of Students, information supplemental to that submitted as a part of the admission process will be gathered for Faculty Advisers prior to the arrival of advisees.
 - (3. Health Data. Information relative to handicaps or other health problems which come to the attention of the Health Center staff will be provided Advisers when available.
 - (4. Orientation week test results. The Assistant Dean of the College, as coordinator of mass testing programs, will provide advisers, Deans, and others concerned, with results of various achievement and aptitude tests and inventories for use in course scheduling advance placement, and reading placement. Other tests to be administered later for particular groups of students include the Cooperative General Culture Test for Sophomores and the Graduate Record Examination for Seniors (the latter to be administered three different times and dates).

(5. College grade reports. Progress and grade reports for each advisee will be sent to the advisee's Faculty Adviser (as well as parents or guardians) for review, discussion with, and distribution to respective advisees.

(6. Personal conduct reports. Anecdotal Notes from Deans, Instructors, and others, and notices of impending judicial hearings before the Honor Court or Student-Faculty Judiciary will be provided Faculty Advisers by those concerned. Advisers, as provided for in the Student Handbook, are asked to be a part of such judicial hearings.

(7. Weekly conference periods. One particular weekly period will be set aside in the Chapel-Class Assembly-Advisory Period sequence as available time to both advisers and advisees for group discussions or individual conferences. At least one individual conference each semester, is considered minimum for scheduled discussion of each advisee's progress and problems.

(8. Miscellaneous data. Communications with parents, with instructors, and with others in relationships with students will be shared with Faculty Advisers as each may have relevance to counseling follow-up by Advisers. Actions of Faculty Executive Committee relating to particular students, Health Center reports, Applications for Course Add/Drop, Withdrawal from College forms, and similar actions will be processed through Advisers.

NOTE: Since many of the data to be provided Faculty Advisers fall within the context of confidential or restricted data, special cautions are to be observed in use and protection of such data.

e. Assignment of advisees to Faculty Sponsors will be based, in addition to consideration of the 1-12 ratio, upon equal distribution of the sexes and by academic interest areas in so far as possible.

f. Funds for occasional "dessert-discussion" socials in the homes of Advisers will be provided for freshmen advisee groups. Unfortunately, such funds are limited; therefore, Advisers are asked to plan and clear ahead with the Dean of Students such socials for which partial or total reimbursement will be desired.

g. An Advisory-Orientation Coordinating Committee of four Faculty Advisers are asked to serve with the Deans and the College Counselor in planning and appraising the overall program during 1964-65. The members of this committee are:

- (1. Dean Davidson
- (2. Dean Decker
- (3. Mrs. Ebersole
- (4. Dr. Fulcher
- (5. Dr. Harvin
- (6. Dean Hester
- (7. Mr. Peden
- (8. Dr. Rogers
- (9. Presbyterian Guidance Center Director as Consultant.

2. Continuing Advisory Orientation Program:

In addition to periodic conferences and group discussions between Faculty Advisers and their advisees, frequent assemblies for new students are scheduled for consideration of matters which can be dealt with adequately in the large assembly setting. Where appropriate, Chapel speakers will be asked to relate religious emphases to student life problems and progress.

Basic Advisory-Orientation Guides

Particular assembly programs planned for first-year students during the Fall Semester will include discussion of such topics as:

- a. "What is higher education all about and what distinguishes the "Christian" college in higher education?"
- b. "St. Andrews: From where has it come and where is it going in its service to youth and the Church?"
- c. "How to study without hardly trying....some clues to good study habits, reading improvements, and Library use."
- d. "Social amenities which may make a difference.... some clues to respect for one's self, one's fellow man, and one's God in the American and world community."
- e. "This is your college: A series regarding activities and services of concern to first year students:"
 - (1. The Guidance Center, its staff and services.
 - (2. The Student Association, its leaders and activities...
Part A, Self-Government emphasis.
 - (3. The Student Association, its leaders and activities....
Part B, Self-Direction emphasis.
 - (4. The Student Association, its leaders and activities....
Part C, Clubs and Student Activities.
 - (5. Student Services, or what goes on behind the scene to help students be healthy and productive....
 - a. The College Physician and Health Services.
 - b. The Business Manager and Auxiliary Services at St. Andrews.
 - c. The Campus Engineer and maintenance for comfort and security.

f. "College Governance: Synod-Board-Administration- Faculty-Student Relationships in a Private Enterprise."

g. "A Philosophy of Life: What's in it these days?"

NOTE: While some topics may be combined for one assembly program, some may not develop for 1964-65. Suggestions from the Faculty are urged.

3. Advisory Assignment Changes:

It is expected that few, if any changes will be made in adviser-advisee assignments during the first three semesters; however, recommendations for change will be considered by the Deans when adviser-advisee relationships may be improved.

Basic Advisory-Orientation Guides

Advisory reassignment normally will take place during early spring of the student's sophomore year at which time applications for major field specialization are to be submitted by the students to the appropriate Division Chairman. Faculty Advisers are in an excellent position by that time to assist advisees in appraisal of their particular strengths and weaknesses and in review of the curricula choices which seem most appropriate. Ability and Interest inventories available for administration to students may prove helpful if the student wishes to request such service. No charge is made for the service unless special materials not on hand are requested by the student.

Separate instructions for the Faculty Advisor-Major Field Adviser transition will be announced from the Office of the Dean of the College for guidance of students and faculty members concerned; however, advisory folders are to be transferred in sealed envelopes from one adviser to the next when changes are made.

4. Evaluation and suggestions relating to the advisory-orientation program are urged at anytime from those involved with the program. Either of the Deans will receive such comments for consideration by the advisory coordinating committee.

C. Some Suggestions for the Faculty Adviser

1. AREAS OF RESPONSIBILITY

Six considerations---the framework of educational orientation--- are recognized in solving problems of admission, in giving registration advice, in providing remediation for speech and reading problems, in dealing with instructional problems, in teaching study skills, in assisting students in adjustment to college competition, in solving mental hygiene problems, in financial advising, in helping in the selection of extracurricular activities---in short, in assisting the student in the solution of any problem which interferes with his scholastic achievement and personal well-being. This does not mean that the educational adviser has to be equipped to counsel in all these areas, although any training and insight he has will prove to be a decided asset. The educational adviser thus serves as a facilitator for the student in seeking all the various personnel services available on the campus which may be helpful.

a. The Individual and the Situation

Each student is a unique individual. Counseling has to be determined in the light of the relevant facts about the particular student and the particular situation. Some of the data will already have been obtained by the college; further information must be secured by interviews, testing, and other appropriate means. It is equally important to know the facts about the situation which has occasioned the difficulty. Advisers must devote considerable time to the gathering and interpreting of facts about a student before the interview.

b. A Mutual Effort

The student and adviser should attempt to cooperatively determine the appropriate course of action. It must become his decision in consideration of all available factors. He is the one who must execute it, and unless he intends fully to cooperate, the value of counseling is nullified. It is well to have it clearly understood just what the next steps are and who is responsible for them.

c. Two Fertinent Points

Every student encounters normal difficulties, but desirable adjustments not yet made. Perhaps few adjustments have quite the same vividness as the initial ones of the first semester of the freshman year in college.

And, perhaps one of the most neglected fields in education, is the careful, well-informed counseling of the brilliant student and achiever, including counseling designed to give him opportunities for the full development of his intellectual abilities and interests.

d. Rapport

A state of mutual confidence and respect must exist. The means of establishing this state of rapport lie largely in the personality of the adviser and in the manner with which he greets and deliberates with the student in the personal interview.

e. Academic Counseling

He should learn whether the student has a grasp of the new methods of studying required in college. A large number of freshmen do not understand that the volume of work required in college is greater than that in high school. The adviser must help the student to understand his limitations and how to overcome them.

One extreme is the tendency to oversimplify problems. The other extreme is the tendency to create issues where none exist. At no time does the adviser give definite advice without giving reasons and understandable to the student.

f. Your Importance As Adviser

The faculty adviser represents to the student the whole college and its interests in him as an individual. It is suprising how we remember the professors who influenced our way of living and fostered a desire to learn.

Good counseling anticipates and prevents many problems of discipline, and the advisers alertness will prove invaluable.

Educational counseling may also be of service to the college by effecting minimal student turnover, migration, or student mortality.

2. What One Well-Known Counselor Says *

"I believe that our goal is to help the individual to learn to use rational powers with respect to his own problems--his own life development. We differ, in counseling, from an instructor in logic, who also assumes the sovereignty of reason. In that we want the individual to apply logic to himself--not formal syllogistic logic, but rather the logic of understanding his motivations and his capabilities and logic in planning his life development. This is what I mean by saying that the sovereignty of reason is a basic characteristic of the counseling relationship. We are indeed helping the student to learn to think clearly about himself."

"I see this as a reciprocating relationship, out of which both you and the student must experience basic satisfactions; but you must conduct yourself in such a way that you do not exploit the individual for your own satisfaction alone. The two of you should, together, develop into your full statures. Perhaps this mutuality of development into fullness of humanness is a 'ninth dimension' of the counseling relationship."

* E. G. Williamson, "Characteristics of the Counseling Relationship," mimeographed and used by permission of author.

3. Other Suggestions:

Competition in college is both real and imagined. Disturbed relationships with parents are common and some students become severely frustrated when they fail to come up to parental expectations. A large percentage are able to resolve their problems but failure to do so may end in mental illness or even suicide, and create disturbance throughout a dormitory.

Rejection of campus standards also has been traced to emotional turmoil. Among these problems are vandalism, cheating on tests, theft of books, and preoccupation with anti-intellectual activities. Others make poor grades compared with their ability. Many students were over-protected as children and reach college with no awareness of the value of money, the need of buckle down, or the incentive to cultivate real character. As a result, their integrity may come into question.

They prefer to push the tricks of the trade - the shortcuts and compromises that bring good grades but not intellectual accomplishment and personal growth in other positive ways.

Some parents do not realize how much help these young men and women need. Many do. Campus-life pressures both encourage and inhibit maturity and independence. The faculty adviser is urged to be interested in the student's personal needs as well as in his academic problems since a problem at home, for example, actually may be the primary cause of poor preparation for class.

4. The Counseling Setting: *

- a. Put students at ease.
- b. Try to sense what the advisee is really seeking in being counseled. What does he hope to learn?
- c. Relate test results to something the student has said, a question he has asked, or a choice that he has made.
- d. Usually begin with interests or interest test results, high interests or scores first.
- e. Discuss with students their own comparative position in particular groups in terms of generalizations, such as upper third or lower fourth, rather than in terms of specific scores.
- f. Help students see the relationship of measured interests to past training and experience, family interests, and so forth.
- g. Give time and opportunity for expressions of attitude about each test result.
- h. Give information slowly, not all at once.
- i. Give him an opportunity to indicate what the test results mean to him and to raise questions about them.

- j. Help students understand that test results are only one part of the evaluation of abilities and background.
- k. Show relationship of test results to failure or success in school subjects.
- l. Help students face evidence of strengths and weaknesses in background and ability, and help them recognize that to do otherwise is unfair to themselves.
- m. When dealing with achievement results, emphasize the pattern of strengths and weaknesses interpreted in terms of his own level, rather than concentrating on the over-all level.
- n. Help students understand the meaning and importance of norm groups.
- o. When dealing with intelligence, high scores might be interpreted as "can do the work assigned," "ought to have time for extra things"; for average, "can handle the work, but some things will be easy and some hard"; as low, "abstract work is difficult," "you find it hard to understand some things," "you will have to work hard to keep up," "academic matters are not your strong field."
- p. Discuss test results with students without becoming involved in the I.Q. concept. If students ask for their "I.Q.'s" explain that it is not too meaningful and may change several points from one test to another. Reiterate, if necessary, the information as to relative standing.
- q. Suggest that tests may help the student understand the kinds of competition he may encounter.
- r. Discuss standardized tests in the language of students.
- s. Give reasonable emphasis to any physical and environmental factors which may have influenced test scores.
- t. Suggest that measures of special aptitude such as eye-hand co-ordination, spatial relations abilities, clerical aptitude, and others may fit into the total evaluation of abilities.
- u. Indicate the importance of reading comprehension in certain areas of study and the part it may play in planning a study schedule.
- v. It is not to be assumed that a recent high school graduate's inclination toward a certain major field necessarily will be the subject matter field in which he will remain. Students with limited guidance and pre-conceived notions about certain major fields might "find" a different area gives greater satisfaction and success after exposure to other academic interests and potentials.

* Adapted from

Tennessee State Department of Education, 1956-1957: p. 15.
Using Tests in Counseling. Leo Galoman, editor.

PART II

Case Studies for Faculty Consideration

NOTE. These were chosen, not because they are typical but because they represent challenging situations. Names have been changed.

Milton C. was in his freshman year when his faculty adviser consulted with the counselor concerning his attitude toward his work. He seemed to be a very able student with high board scores but lacked interest in his courses and in campus life.

He worked hard to get out of high school but has had no motivation since. He might have had some personal problems. He did not write to his parents, who got in touch with the adviser.

Milton was visited by the counselor in the dorm rather than asked to make an appointment at the Guidance Center. He said that he had been told all these years that he had great potential but there was no good results. He doubted his ability. He said he had no trouble with his parents. He is not one to "follow the crowd". It was suggested that he come to the Center and he agreed, saying he appreciated the help given. He had seemed to the adviser and counselor to be somewhat secretive.

In a later interview he said he was impressed by the futility of life--"the release of life when someone dies is fortunate for them".

His father is a self-made man who has attained considerable success. The father is active in the mental health movement in their home community. Milton knows his own attitude was not normal. He felt pressure to follow in his father's path in achievement.

The CEC discussion leader said the boy was very conservative in class and in relation to politics. His adviser said he claimed to be openminded in religion. However, in the one campus organization he participated in he was aloof and discourteous to the leaders.

His parents telephoned for advice and the mother was almost hysterical, worrying about suicide. The father felt Milton had intense guilt feelings over some campus behavior (non-existent as far as any of us knew.) They had had a physical exam which ruled out such possibilities as thyroid deficiency or anemia.

His Binet I.Q. was 132 when tested at this time. On the Minnesota Multi phasic Personality Inventory he showed abnormal signs of depression, home conflicts and general confusion.

A long session with the father was helpful in understanding the boy.

Psychiatric help was recommended to the father and the boy to take place during the summer. This was done but although the psychiatric report was in accord with the above findings the rapport was poor and the sessions ceased after a few weeks.

There was no change after returning for his sophomore year and Milton wanted to drop out. He spent all his time out of class in the dorm lounge watching T.V. He was referred to another reputable psychiatrist at his own suggestion. He reported this to be the first meaningful interview he had had, and wished to return home and continue for continuing psychiatric care. This was arranged through a medical withdrawal.

Lucille S. M. is a minister's daughter who transferred to St. Andrew's for the last two years of college. Her good friends were concerned about her and discussed the situation with the counselor. She had overdone classes the previous semester, and was repeating this. She drank excessively and had been overwhelmed by the attentions of a male student of the "party set". Her friends were unable to get beneath the surface attitude that "everything's all right." Her only meal was lunch, since she got up too late for breakfast. She ate snacks along with her drinks. She was passing just one course, getting D's or flunking the rest. In appearance she is neat and quiet. Successful efforts were made to arrange an interview ostensibly related to vocational testing and stimulating interest in her class work.

A projective test showed considerable confusion about her self-picture and her family relationships. She has very bright sisters, according to one report. She had definite interest in a nursing or art career but was doubtful about the future. Aptitude testing is not too reliable under such circumstances.

Help was too late in coming and Aurora had to withdraw.

The Case of George

George, sophomore, was brought to the counselor's attention by one of his teachers, who said he was aimless in class and didn't complete work assignments. He showed signs of disgust, like throwing a pencil on the floor one day while working in class. He said he had just "existed" during the past summer. George had above average scores on the freshman placement tests.

He is Presbyterian, had been active in his church's youth group. He was in band, Beta Club, Science Club in high school, and editor of the school paper. He likes music but had decided on journalism as a career. This had been given up after his first year at St. Andrew's.

He was asked to come to the Guidance Center to talk over his vocational plans. A few tests were given as a basis for personal conferences. He ranked in the 91st percentile in critical thinking (or logic); ranked in the 50th percentile in social intelligence compared to upper class students. He showed a normal variety in vocational preferences.

On the Minnesota Multiphasic Personality Inventory his feelings were shown as definitely on the maladjusted side.

He said in subsequent interviews that he had had a congenial room mate last year and wished he had been selected by him to be with him again this year. He sees little of the transfer student rooming with him now.

He feels the other students on the campus don't seem to have the motivation on the level of those at Virginia Tech, for instance, who are studying architecture. He seems "detached" from everything. These feelings began last year and are getting worse. He has a car and plenty of money, so "why am I worried about not being productive?"

He thinks he has nothing to contribute to any groups or his associates. He blames St. Andrews, saying it is a glorified high school. He did approve of the play "Kadee". He said the school paper was inferior until recently. He gets C's and B's without any studying, but did receive the one D. He has no feeling of accomplishment. One professor returned an essay, saying it was too long, and marking it "incoherent."

George feels he can't communicate in a discussion group. He knows it is his responsibility to seek a faculty conference but doesn't do so. He says he "doesn't mind criticism from one whose judgments he trusts--is not looking for constant praise". He wants to be challenged thoroughly by term paper assignments. He was referred to a faculty member--with his cooperation--to find a challenging approach to his course. He agreed to offer help to the editor of the campus paper.

He thinks there is too much time for introspection in college. He has two or three close friends of a quiet sort, with whom he plays cards, bowls and swims. George says he is not good at sports, lacks coordination. He used to be on a track team.

He complained that music majors were put ahead of better players in the band his freshman year.

George accepted an appointment at the Psychiatric Clinic at Chapel Hill. Their report was that he was of the Schizoid type with an uncertain prognosis, needing supportive, long term contact.

He completed his second year at St. Andrews. His future plans are unknown, although he talked of transferring to a school which in his opinion was more serious minded.

TEST USES AND LIMITATIONS*

Standardized tests, properly used in conjunction with school records, are helpful in selecting students for college admission.

B. ALDEN THRESHER, director of admissions emeritus,
Massachusetts Institute of Technology, Cambridge.

The most important evidence by which to judge a candidate for admission to college is his achievement in high school. If we had to limit ourselves to a single indicator, we should choose this, since there is a presumption (though never a certainty) that a student will perform in the next stage of education much as he has in the earlier.

But we now have more than a half century of experience to show that standardized tests, properly used in conjunction with school records, make possible a better selection than school records alone. "Better selection" means that we stand a better chance of identifying and bringing into college the promising student most likely to encounter difficulties in a program more appropriate to his needs.

Since the human cost of failures in college is very great, any device that helps minimize them is humane and desirable. Tests therefore should not be thought of as hurdles to harass and impede the student, but as aids in guiding him into fruitful education suited to his capabilities and preparation.

Why do tests improve college selection? One reason is that high schools differ markedly in their quality and standards, so marking scales are not always comparable. Honors sections, "fast tracks," and the like increase the difficulty of interpreting school marks fairly and intensify the need for objective standards of the sort provided by broadly based tests.

Second, school marks usually (and quite properly) reflect effort as well as achievement. They tell not merely what the student knows but how hard he has been trying.

Third, tests aid in identifying the brilliant underachiever, whose school performance may, for any reason, be below par; the overachiever of modest capacity, who by hard work may seem brighter than he is; and the memorizer, who may later have trouble with tasks that require reasoning power.

It is a common misconception that objective tests measure only rote memory and factual knowledge. One can, of course, construct tests that do only this. But objective tests are far more versatile. They can be used to measure intellectual operations of great subtlety and complexity, such as reading comprehension, verbal reasoning, interpretation of evidence, and sensitivity to shades of meaning. Because these are tasks with which college students must be able to cope, such tests are useful indicators of students' ability to benefit from and enjoy higher education.

*Permission for reproduction granted by Mildred Sandison Fenner, Editor, National Education Association, October 10, 1963, for article appearing in the Journal, October, 1963. issue, pp. 17-19.

It is a mistake to assume that colleges use tests as the sole criterion for admission. I know of no college unwise enough to do this. Experienced admissions officers are well aware that the selection of an entering class involves judgments of many aspects of human excellence, not all of them reducible to numbers. Standardized tests measure intellectual qualities of central importance for higher education, but they cannot, and never were intended to, appraise all the dimensions of human character and personality.

The most common mistakes made in interpreting test scores arise from misunderstanding what the numbers mean and from overestimating their precision. Let us take, for example, the most widely used admission tests, those of the College Entrance Examination Board. These are scored on a scale ranging from 200 to 800, so chosen that the average is 500. The standard deviation is 100, which means, in practice, simply that about two-thirds of the group will have scores between 400 and 600, or in other words, within 100 points of the mean.

The scale is a "thermometer scale," in that it has no top and no bottom. This implies that no student has either a complete knowledge of the subject, or zero knowledge. The scale simply serves to rank all the candidates to each other--to indicate a student's relative standing in a group. Implying no limit on what a student has achieved or may achieve, it is in complete contrast to the earlier, conventional practice of marking on a scale of 100 with a passing mark at some arbitrary value such as 60. The latter scale implies an absolute standard of knowledge and a ceiling upon it.

A test score, regarded as a single number, is meaningless except in relation to other numbers. A score of 550 derives its significance both from the nature of the scale and from a knowledge of the norm; that is, the particular group tested, to which the scale is adjusted. The group may, for example, be either a representative sample of all high school seniors or of all college freshmen. The meaning of the score obtained by a given candidate would be quite different as measured against one or the other of these norms.

In view of this, it constitutes a major error to discuss test scores without a full knowledge of the norms against which they are scaled.

The second major error in interpreting test scores is overestimating their precision. No test score is completely precise, just as no measurement of weight or length is completely precise. Every score, like a weather prediction, merely expresses a probability. Experienced counselors realize, however, the probabilities can be of great help in arriving at educational decisions.

Three important concepts of measurement need to be understood. The first is validity, that is, effectiveness in predicting a student's performance in college. Validity is measured by the extent to which high test scores tend to be followed by high performance in college and vice versa. It is never perfect because the result is affected by many causes other than student ability.

Tests constructed by experienced teachers are likely to have a high degree of "face validity," independent of any statistical study of individual test items.

Second, the so-called error of measurement is present in any test result. If a student were to take a great many forms of one test, the average of these individual scores would approximate his "true score." But each actual test score differs from this by a varying amount. The standard error of measurement summarizes this variation.

For example, the standard error of measurement of the Scholastic Aptitude Test (verbal) is about 30 points. This means that the chances are 2 to 1 that the student's actual score will not be more than 30 points above or below his "true score." So a score of 500 on the SAT is best thought of, not as a precise point, but as a range of something like 470 to 530, with somewhat fuzzy boundaries. The standard error of measurement for other College Board tests ranges from 20 to 39.

Third, is the concept of reliability. While the standard error of measurement shows the accuracy of the candidate's score in relation to his true score, the reliability means the accuracy of his score in relation to those of others who took the same test. This, in turn, depends not only on the standard error of measurement but also on the composition of the group taking the test.

If, for example, a very able group of students is tested, the scores will cluster near the top of the scale. An error of measurement of 40 points in the case of a single student might cause him to be ranked far down in this select list. On the other hand, if the group tested were a random sample of all high school seniors, the scores would extend over the entire range, and an error of measurement of 40 points would make little difference in the single student's rank position.

Anxiety and fatigue probably affect the test scores of some individuals. However, extensive studies of the performance of larger groups of students taking tests for college admission have failed to show any systematic group or average effect on test scores as the result either of anxiety or fatigue.

The possibility remains open that single individuals might show either positive or negative effects, since anxiety has a stimulating effect on some people and an inhibiting effect on others. These effects might tend to cancel out, however. In the absence of detailed knowledge of these effects, which must in any case be small, they are best allowed for as are other sources of error, that is, by regarding a test score as a range, with somewhat fuzzy boundaries, rather than as a precise value.

Comparisons among different individuals and among different tests show, in general, wider variations than that typified by the 30 point standard error of measurement of the Scholastic Aptitude Test (verbal). The scores of two students on this test should differ by at least 60 points to indicate a certain and reliable difference in ability. In comparing College Board achievement test scores in different subjects, 100 points is the minimum to indicate a significant difference in ability. For differences of smaller degree, the verdict must be simply: probably significant, but not proved.

Over a one-year interval, the growth factor is responsible for average gains of 15 to 25 points in test scores made by groups. Since these values are small in relation to the standard error of measurement, it is not safe to draw conclusions about the academic growth of an individual from successive scores, although group averages do have some meaning. Similarly, there is a small practice factor (about a 10 point increase) observable in group averages upon repeating a test a little later.

The combined effect of errors of measurement and practice can produce differences of as much as 100 points, in rare instances, when an individual takes an aptitude test on two consecutive days. Since these possibilities of variation are, in general, greater than the average growth factor, small score differences on successive tests by an individual should not, in general, be thought of as denoting growth or loss.

Finally, in view of the considerable error that may be introduced in seeking to compare different tests, particularly if they are composed of items selected on different principles, it is usually a hazardous practice to estimate equivalent scales of values for two different sets of aptitude tests, prepared by different testing agencies.

Efforts have been made to prepare such equivalents, but competent statisticians have come out with widely divergent results. So we can say that one important limitation in test use is set by the danger of seeking to equate tests which are different in origin and composition. This being the case, occasions may well arise when the student ought to be advised to take two different sets of tests, even at the cost of some inconvenience, if he is applying to colleges which have different test preferences.

